

URBAN/MUNICIPAL

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1998

AGENDAS/MINUTES
THE HAMILTON-WENTWORTH
DISTRICT SCHOOL BOARD
FEB. 12, 1998 ...

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING - FEBRUARY 12, 1998

8:00 p.m.

A G E N D A

8:00 p.m.

1. Call to Order
2. Opening Reading/Prayer
3. Public Question Period
4. Approval of Minutes (January 29, 1998)
5. Business Arising from Minutes
6. Approval of Agenda

R. Mulholland

ACTION ITEMS:

7. Committee of the Whole Board Report
8. Adoption of In-camera Session Reports (02 05 and 02 12)
9. Standing Committee Format (to be distributed at the meeting)
10. Policy Determination Process - LEIC Recommendations (tabled motion)
11. Transitional Issues (to be distributed at the meeting)
12. Trustee Request re Opening of Board Meetings
13. Questions of Committee of the Whole Chair
14. Chairs' Reports
15. O.P.S.B.A. Report

R. Woodworth
R. Mulholland
R. Mulholland
M. Matier

E. Johnstone
R. Woodworth
R. Mulholland/
R. Woodworth
J. Bishop

CORRESPONDENCE:

16. Ministry of Labour re Bills 136 and 160
17. Premier Harris re Public Inquiry into the Plastimet fire in Hamilton
18. Greensville Public School re Sesquicentennial Celebrations (W. Joudrie)
19. Elementary School Secretary P.D. Planning Committee re Friday, March 27, 1998 (A. Greenleaf)
20. Brock University re congratulations
21. Westmount Secondary School re "Hamilton Festival of Strings" (A. Greenleaf)
22. Dominic Agostino, MPP, re Youth Forum, February 17, 1998
23. SEEDS Foundation re Janet Lee Elementary School

DISTRIBUTION:

24. Education Improvement Commission re Leadership Teams
25. Education Improvement Commission re Role of the Trustee and School Boards
26. Senior Administration Assignments
27. School Councils - Questions and Answers
28. Postings for Superintendent Vacancies

A. Greenleaf

29. Public Questions of Clarification

Future Meetings:

Committee of the Whole	February 19, 1998
Regular Board	February 26, 1998
Special Education Advisory Committee	February 24, 1998

8:00 p.m.

8:00 p.m.

7:15 p.m.

ACTION ITEMS

REGULAR BOARD
1998 02 12

COMMITTEE OF THE WHOLE REPORTFEBRUARY 5, 1998Recommended Action:

Moved by _____, seconded by _____: That the Report of the Committee of the Whole dated February 5, 1998 be adopted as distributed.

1. PERSONNEL REPORT

It was moved by L. Orban: That the Personnel Report dated February 5, 1998 be adopted and the recommendations contained therein be approved.

SECTION I - K. CROXALL, SUPERINTENDENT OF SCHOOLS

- A. APPOINTMENTS AND TRANSFERS - Nil
- B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS - Nil
- C. LEAVE OF ABSENCE

- 1) General Leave

That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that VIRGINIA K. RICHARDSON, Teacher at Bell-Stone Public School, be granted .5 general leave of absence, without pay or allowances, effective September 8, 1998 to June 30, 1999 inclusive (43 weeks).

- D. PROBATIONARY AND PERMANENT CONTRACTS

The Board is informed that the following Elementary Teachers have been granted probationary contracts:

CHRIS TONDREAU, C.H. Bray Public School, effective January 1, 1998
JACKIE SMALL, Billy Green Public School, effective January 1, 1998
SILIA CONTINELLI, Queens's Rangers Public School, Lynden Public School, effective January 1, 1998
KELLY DOIG, Ancaster Senior Public School, Lynden Public School, effective January 1, 1998
MICHELE HONAN, Bell-Stone Public School, effective January 1, 1998
JUDITH WHITMORE, Central Park Public School, effective January 6, 1998
LISA SCOTT, Dundas District Public School, effective January 7, 1998
CATHY CLEMENTS, Yorkview Public School, Guy Brown Public School, effective January 7, 1998
JEANETTE WILKINSON, Guy Brown Public School, effective February 2, 1998

- E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION II - W. JOUDRIE, SUPERINTENDENT OF SCHOOLS

- A. APPOINTMENTS AND TRANSFERS - Nil
- B. RESIGNATIONS, RETIREMENT AND TERMINATIONS - Nil

C. LEAVES OF ABSENCE

1) General Leaves

a) That in accordance with the Employment Standards Act, a leave is granted to CATHY ROWE, Teacher, Glenwood School, effective January 14, 1998 to September 16, 1998 inclusive (35 weeks).

b) That in accordance with Article 18.03 of the Elementary Collective Agreement, it is recommended that CAROLA BAKER, Teacher at Flamborough Centre, be granted an extended leave, effective March 9, 1998 to June 26, 1998 inclusive (16 weeks).

c) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that SHARON HOWE, Teacher at Grange Public School, be granted .2 general leave of absence, without pay or allowances, effective September 8, 1998 to June 30, 1999 inclusive (43 weeks).

d) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that PAULINE A. FIELD, Teacher at Beverly Central School, be granted a .5 general leave of absence, without pay or allowances, effective September 8, 1998 to June 30, 1999 inclusive (43 weeks).

D. PROBATIONARY AND PERMANENT CONTRACTS

It is recommended that the following Elementary Teacher be granted a permanent contract effective February 28, 1998:

CHERI BARWINSKI, Teacher at Flamborough Centre Public School

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION III - K. WATERS, SUPERINTENDENT OF SCHOOLS

A. APPOINTMENTS AND TRANSFERS

The Board is informed that the appointment of JANET BOWLER, Acting Head of Family Studies at Waterdown District High School will be extended for the period February 9, 1998 to June 30, 1998.

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS

1) Retirements

a) That in accordance with the provisions of the C.U.P.E. Collective Agreement - Clerical Unit, it is recommended that the retirement of JEAN THOMPSON, Head Secretary at Community and Continuing Education be accepted, effective June 30, 1998.

b) That in accordance with Article 17.02(b) of the Secondary Collective Agreement it is recommended that the retirement of BRENDA J. MCGUIRE, Teacher at Ancaster High School be accepted, effective November 30, 1998.

C. LEAVES OF ABSENCE

1) General Leaves

a) That in accordance with Article 20.01 of the Secondary Collective Agreement, it is recommended that CHERYL MACDONALD, Teacher at Parkside High School, be granted a general leave of absence, without pay or allowances, effective September 8, 1998 to June 30, 1998 inclusive (43 weeks).

b) That in accordance with Article 18.01(b) of the C.U.P.E. Collective Agreement - Educational Assistant Unit, it is recommended that JUDY WARD, Educational Assistant at Parkwood School, be granted a .6 general leave of absence, without pay or allowances, effective March 2, 1998 to June 24, 1998 inclusive (16 weeks and 3 days).

D. PROBATIONARY AND PERMANENT CONTRACTS - Nil

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION IV - D. RUSSON, INTERIM SUPERINTENDENT OF HUMAN RESOURCES

A. APPOINTMENTS AND TRANSFERS

1. Promotion

That MARILYN LEGAULT, Elementary Teacher, be temporarily appointed to the position of Project Team Consultant, Literacy, Numeracy and Problem Solving Team, effective February 9, 1998 to June 30, 1998.

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS - Nil

C. LEAVES OF ABSENCE

1. General Leaves

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

THERESA BERNHARDT, Elementary Teacher, January 1, 1998 to August 31, 1998

KELLY BREEN-BUCKLEY, Elementary Teacher, February 23, 1998 to August 31, 1998

BRENDA D'AGOSTINO, Elementary Teacher, March 30, 1998 to October 30, 1998

KATHERINE M. PRESTON, Elementary Teacher, September 1, 1998 to August 31, 1999

HEATHER REX, Secondary Teacher, February 9, 1998 to August 31, 1998

2. Leave of Absence - Date Change

That the dates of the Leave of Absence granted to SUZANNE RICH, Elementary Teacher at a previous meeting, be changed to: December 15, 1997 to August 31, 1998.

3. Leave Extensions

That the requests of the following staff for an extension of their Leave of Absence, effective as shown, be granted:

NATALIE BOTTS, Elementary Teacher, March 16, 1998 to August 31, 1998

SANDRA DOWHAN-SANTINON, Elementary Teacher, March 23, 1998 to May 15, 1998

That the request of JOYCE FERGUSON, Payroll Supervisor, for an extension of her Leave of Absence, effective January 26, 1998 to April 30, 1998 be granted.

D. PROBATIONARY AND PERMANENT CONTRACTS - Nil

E. OTHER MATTERS REQUIRING BOARD ATTENTION

1. Timetable Changes

That the timetable change of DEBORAH BATES, Secondary Teacher, 2/6 to 3/6 (3/3 Sem. 2) be approved, effective February 4, 1998 to August 31, 1998, with salary according to the salary schedule.

Ecole Secondaire Georges-P.-Vanier Staffing

1. General Leaves

That the request of GUY BULTEZ, Secondary Teacher, for a Leave of Absence, effective February 27, 1998 to May 8, 1998, be granted.

2. Timetable Changes

That the timetable changes of the following staff be approved, effective February 5, 1998, with salary according to the salary schedule:

NATALIE GARON-SUZUKI, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)

NATHALIE LAUZON, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)

SERGE LAROCQUE, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)

* * * * *

2. REPORT RE STAFF PLACEMENTS

The Report re Staff Placements was presented for information purposes as follows:

a) Secretarial Positions - Director's Office

The assignment of the following individuals, effective immediately:

Mary Davis	- Secretary to the Superintendent of Transitional Services
Ruth Millar	- Assistant to the Secretary of the Board
Mary Lou Robillard	- Secretary to the Director of Education

b) Manager of Human Resources

Deborah Russon has been placed in the position of Manager of Human Resources, effective April 30, 1998.

3. SCHOOL AND SYSTEM (HAMILTON) REPORTS OF GRADE 3 STUDENTS' EQAO ASSESSMENT RESULTS, 1996-97

It was moved by L. Orban: That the School and System (Hamilton) Reports of Grade 3 Students' EQAO Assessment Results, 1996-97 be received for information.

4. PROGRESS REPORT ON THE REVIEW OF SPECIAL EDUCATION PROGRAMS IN THE CITY OF HAMILTON

It was moved by R. Mulholland: That the Progress Report on the Review of Special Education Programs in the City of Hamilton be received for information.

5. POLICY DETERMINATION PROCESS - L.E.I.C. RECOMMENDATIONS

It was moved by B. Wallace: That the Policy Determination Process - L.E.I.C. Recommendations be tabled to the February 12, 1998 meeting of the Board.

6. L.E.I.C. EDUCATION SUB-COMMITTEE RECOMMENDATIONS

It was moved by H. Bullock: That the additional recommendations of the L.E.I.C. Education Sub-Committee regarding School Councils/Home and School/Parental Involvement and Co-operative Education be appended to the L.E.I.C. Final Report for consideration by the work groups/committees in developing proposals for trustee consideration.

7. 1998 STUB YEAR BUDGET - DRAFT FORMAT

It was moved by W. Hicks: That the format for the presentation of the 1998 Stub Year Budget be approved.

8. CONFIRMATION OF FORMER BOARDS' DEBENTURE APPROVAL

It was moved by B. Wallace: That The Hamilton-Wentworth District School Board authorize the Superintendent of Business and Treasurer to issue debentures for a total amount of up to \$2,821,000, repayable during a term of up to 20 years with respect to projects approved for debenture financing by the former boards.

9. AMENDMENTS TO OPERATING PROCEDURE OP-31: EXPULSION OF PUPILS

It was moved by: J. Rogers: That the following sections of the Operating Procedure OP-31 be amended as follows:

(3.2.4)

Delete: "The Director will inform the ward Trustees that a recommendation for expulsion has been made....."

Amend to: "The Superintendent of Schools will inform the ward Trustee that a recommendation for expulsion has been made....."

(3.3.6) (g) Delete "after all evidence is presented, the Director (Secretary of the Board) and all presenting parties and their Counsel leave the hearing room while the Trustees consider the information and reach a decision."

Amend to: "after all evidence is presented, all presenting parties and their Counsel leave the hearing room. The Director, as Secretary of the Board, will remain with the Trustees while they consider the information and reach a decision."

10. REQUEST FOR A LIQUOR LICENSE - HAMILTON Y.M.C.A., MAY 23, 1998

It was moved by L. Orban: That the Hamilton Y.M.C.A. be granted permission to obtain a liquor license for a dinner and silent auction fund-raising event to be held in the gymnasium of Robert Land School on Saturday, May 23, 1998.

11. COTTON PATCH GOSPEL FUND-RAISING PROJECT FOR THE PASTORAL COUNSELLING CENTRE

It was moved by J. Rogers: That The Hamilton-Wentworth District School Board permit the New Faces Production to advertise the Cotton Patch Gospel presentation and circulate one hundred tickets throughout the school system.

12 . SCHOOL TRIPS

It was moved by J. Bishop: That the following trip requests be approved:

- a) Grades 7-8 - C. B. Stirling School - Camp Mini-Yo-We, Muskoka from June 3 to 5, 1998 inclusive;
- b) Grade 8 - Glen Brae School - Muskoka Woods from April 21 to 24, 1998 inclusive;
- c) Grades 6-8 - Lawfield - Mt. St. Louis, Orilla from February 23 to 24, 1998 inclusive;
- d) Grades 6-8 - Queen Mary - Mt. St. Louis, Orilla on February 24, 1998;
- e) Grades 4-5 (Gifted) - Fernwood Park and Queen Victoria Schools - Teen Ranch, Orangeville from May 21-22, 1998 inclusive;
- f) Grade 12 (English) - Delta School - Stratford, Ontario on May 25, 1998;
- g) Grades 9-OAC - Sir Winston Churchill School - Horseshoe Valley Ski Resort, Barrie on February 20, 1998;
- h) Grades 11-OAC - Westdale School - Senior Boys' Basketball Tournament, Durham College from February 6 to 8, 1998 inclusive.

13 . BARTON SCHOOL COUNCIL RE RENOVATIONS

It was moved by L. Peddle: That the status of the renovation of Barton Secondary School be reviewed and referred to the appropriate Committee immediately following the confirmation of the 1998 StubYear Budget.

IN-CAMERA SESSION REPORT - BOARD

FEBRUARY 5, 1998

IT WAS MOVED BY _____ SECONDED BY _____
THAT THE IN-CAMERA SESSION REPORT - BOARD DATED FEBRUARY 5, 1998
BE APPROVED AS FOLLOWS:

C-1 EXPULSION HEARING FOR A STUDENT IN OUR SYSTEM

- (a) It was moved by J. Rogers, seconded by E. Johnstone: That the date for the Expulsion Hearing for a student in our system be extended until such time as the lawyer representing the student has conducted the investigation and is prepared to proceed.
- (b) It was moved by B. Wallace, seconded by R. Woodworth: That the suspension of the student be extended until such time as an Expulsion Hearing is held.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

P.O. Box 2558, 100 Main Street West, Hamilton, Ontario L8N 3L1

Telephone (905) 527-5092

Fax (905) 521-2539

February 2, 1998

TO: Allan A. Greenleaf, Director of Education & Secretary
FROM: Merv Matier, Superintendent of Transitional Services
RE: **POLICY DETERMINATION PROCESS -- L.E.I.C. RECOMMENDATIONS**

RECOMMENDATION:

Moved by _____, seconded by _____

that the Hamilton-Wentworth District School Board approve the policy determination process outlined in this report.

INTRODUCTION:

The process outlined in this report for determining the Hamilton-Wentworth District School Board policies will not necessarily apply to all the almost 200 L.E.I.C. recommendations. Some recommendations address "operational" or "administrative" practices, which may be of interest to the Board, but do not require Policy approval. (see A.)

BACKGROUND:**A. L.E.I.C. Recommendations: Where No Policy Determination is Required:**

1. Administrative changes within existing policy (i.e. internet access)
2. Corporate practices - in response to Ministry/Legal requirements (i.e. tuition fees)
3. Alignment of county and city practices within parameters of policy (i.e. suspension appeal process).

Practices/Changes are reported to Board through:

- a) Information report from appropriate Senior Official
- b) Transitional Report

B. L.E.I.C. Recommendations: Where Policy Determination is Required:

The policy determination process is outlined on the attached chart. The process is built on the following premises:

- ♦ Planning for change is essential.
- ♦ The involvement of all stakeholders in the description of the desired change is critical.
- ♦ The desired changes must be professionally validated
- ♦ There must be a balance between the broad community and professional opinion.
- ♦ Accountability is an imperative .

PROCESS

- ♦ L.E.I.C. recommendations are “clustered” into groupings which allow for a set of values/principles to be applied in a consistent fashion.
 - i.e. special education, speech & language, } *Student Support*
 - social work, psychology } *Services*

Transition Committee

- ♦ is established to address the identified “cluster” of recommendations.

Committee Membership

Criteria: (example - including but not limited to):

- members will represent the views of the member group - not personal self- interest
- members will be willing to attend meetings regularly
- members will possess an interest in the issue
- members will be committed to achieving results
- members will be willing to support committee decisions

Work Groups

- ♦ Provide data, identify issues, propose solutions, identify exemplary practices and provide professional expertise and knowledge.

The Transition Committee

- ♦ conceptualizes the proposals, determines the costs, and prepares recommendations (Policy Statement and Procedures) to the Superintendents of Education.

Superintendents of Education

- ♦ The recommendations are reviewed by Superintendents of Education - responses are added to the report.

Executive Council

- ♦ The recommendations are presented to Executive Council - all options and responses are considered:
 - (i) a report is prepared for the appropriate Standing Committee
 - OR
 - (ii) direction is provided to the Transition Committee to amend the recommendations prior to presentation to the appropriate Standing Committee

Boarding Standing Committee

- ♦ reviews the recommendations and approves the proposals for client/public information sessions.

Client/Public Information Sessions

- ♦ provide an opportunity for clarification of proposals.
- ♦ Responses from client/public hearings are generated.

Board Standing Committee

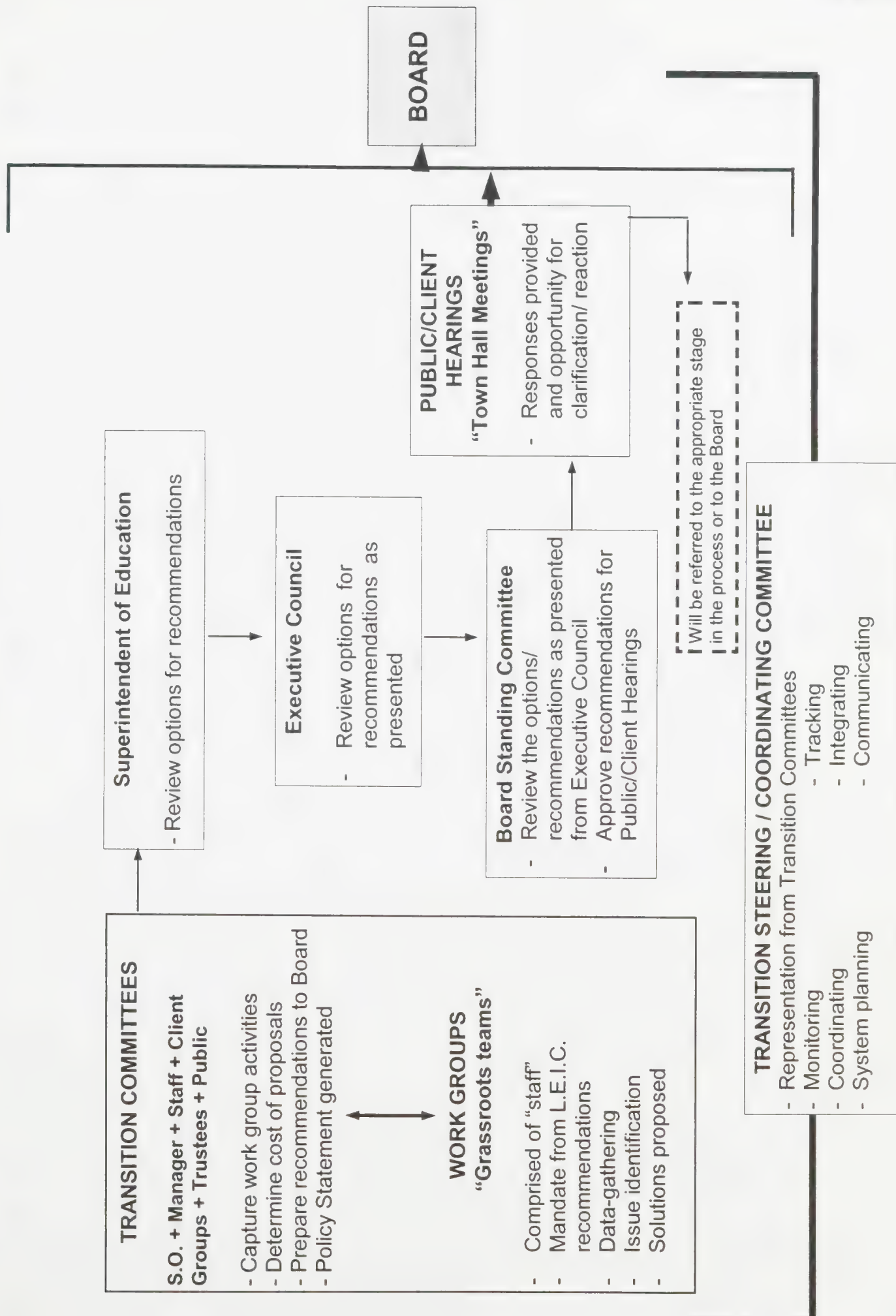
- ♦ debates proposals taking into consideration client/public responses.
- ♦ approves proposal for consideration by **Board** or refers proposals back to Executive Council.

Transition Steering (Coordinating) Committee

The Transition Steering Committee will be composed of representatives from the Transition Committees. Its function is to monitor, coordinate and integrate the recommendations from the various committees. The Steering Committee will provide input to the Superintendent of Transitional Services.

L.E.I.C. RECOMMENDATIONS - POLICY DETERMINATION PROCESS

10-3



OPSBA CONFERENCE

January 28 to 31 1998

Notes from Judith Bishop

One of the themes from the conference speakers was that equity did not mean equality of programs across the whole board of education, but rather that students' needs had been met.

Friday's panel:

Carole James from the B.C. Trustees Association reviewed trends across Canada: all school boards have been reformed, restructured or removed, and funding cut. However, Alberta has started to provide new money and British Columbia has promised more funding to schools.

Pauline Laing discussed the renewal of curriculum in Ontario. The curriculum in secondary schools is ten years old, and in elementary schools it is not subject orientated and is often vague. There is not consistency across the province. There is no provincial curriculum for kindergarten, and presently curriculum is being reviewed. The new science and technology curriculum, coming out in February, has a Pan-Canadian framework. Arts, phys ed, health and social studies curriculum will appear at the end of this year. **Burle Summers** discussed the EQAO results. Some schools did not do as well as they thought they should. In these circumstances some schools' focus has become too broad. It is hoped that the results will lead to continuous planning with stakeholder engagement.

Workshop On Program:

Gerry Connolly a superintendent from the Metro Board discussed the concern that teachers in grades 7 and 8 did not feel confident with some of the new content in the Ontario Curriculum for math and language. In language they are asking for help with teaching the conventions of language and in math for help with data management, patterns, and algebra. Pauline Laing indicated that there are enough resources available for teachers for the new curriculum. Good teachers need to be used by their peers. Through the provincial internet, every school can be linked with some organisation on literacy and receive distribution of operational curriculum. An electronic curriculum planner is being designed to help teachers. It will not have specific content. Buying curriculum from other boards is not effective. The Ministry has targetted a training program for grade 7 and 8 teachers which will be available in two months. A range of training should also be available through the College of Teachers.

There followed a debate about the directions in High School reform. There was recognition that there was a redefinition of the High School Diploma. Presently the diploma is interpreted in different ways. The mandatory success in the literacy test for a diploma was accepted by some in the workshop and described by others as discriminating against special education students and that directions were going towards policing students rather than nurturing them.

The Minister of Education's speech at the luncheon was entirely predictable and was a series of strung together statements that we have all read in the newspapers, and was not in any way tailored for the audience. He was asked about funding – the formula will be announced at the end of February. JK funding? – support will be available for the program. School Council Document?-- there will be consultation in the summer (laughter) and looks like next year before it is out. Funding for transition costs will be announced.

General Meeting:

Lynn Peterson remains as president, Liz Sandals as First Vice-President, and Bruce Wallace was elected as second Vice-President. Constitutional amendments were agreed upon, including the use of a weighted voting structure which does not allow any one type of board (urban, northern, small, large) to swing the vote. The five largest boards have 32 votes out of a possible 152 votes. A new formula for fees will be based on a formula which takes into account the numbers of full time students. Previously the fee to the organisation were based on operating expenditures.

Central West Regional Meeting:

Hamilton-Wentworth is now in Central West Region with all the former Southern Region boards and the addition of Peel and Halton. The Vice-president is Sandy Ransom from Peel, and the Vice-Chair is Don Reilly from Niagara. A person from the region is needed to sit on the Transitions Work Group. The next meeting of the Region will be probably April 4

between 10-4p.m. in Hamilton. A meeting during the week will be considered for further meetings. The June conference this year will be in Niagara Falls, and support from the boards in Central West is needed for its success.



Ontario Public School Boards' Association

MARK YOUR CALENDAR!!

1998 Annual General Meeting & Program
Hosted by OPSBA's Southern Region

Theme: **Spotlight on**

Students

June 11-14, 1998

Renaissance Fallsview Hotel

Niagara Falls, Ontario

Plan to attend and benefit by:



KEYNOTE ADDRESS: Dan Branda, President and CEO of Hewlett Packard



CLOSING SPEAKER: Paul Martin, Consultant, "The Canadian Pride"



LARGE PLENARY SESSIONS:



Dr. Fraser Mustard, "Pre-School Education"



Legal, Finance, & New Regulations

& Dr. John van Den Berg, "Wraparound in Your Community"



ANNUAL GENERAL MEETING: For Board Delegates & Other Interested Members



VARIOUS WORKSHOPS ON SKILLS DEVELOPMENT



GUEST/SPOUSE AND CHILDREN PROGRAM, Including:



Journey Behind the Falls



Butterfly Conservatory



Niagara Spanish Aero Car



Great Gorge Adventure

Contact Ernesta Graham
Special Events & Meetings Coordinator
(416) 340-2540 ext. 115

Registration and Program Information to follow!!!

LYNN PETERSON
President



15-2

GAIL ANDERSON
Executive Director

Ontario Public School Boards' Association

439 University Avenue, 18th Floor, Toronto, Ontario M5G 1Y8
Telephone: (416) 340-2540 • Fax: (416) 340-7571
e-mail: admin@opsba.org • http://www.opsba.org

MEMORANDUM

TO: Regional Meeting Members

From: Don Reilly, Vice-Chair, Niagara District School Board

SUBJECT: 1998 AGM Planning Committee
Contact person: Trustee and staff

Following is to be discussed at the regional meeting:

(300)

- ◆ Sponsors for refreshment breaks
- ◆ Draw prizes
- ◆ Student entertainment and transportation
- ◆ Corporate sponsors of any kind
 - refreshment breaks \$3-500 each
 - wine and cheese reception \$1,000 to 1,500
 - scholarships
 - transportation
- ◆ Display for products and services (post secondary facilities)
- ◆ Promotional items for registration packages
- ◆ Sponsors for early bird registration draw
- ◆ Sponsors for final draw (substantial gift)

HANDS-ON AT AGM

- Registration desk
- Facilitating workshops
- Host/ess to meet speakers and dignitaries
- Help and hospitality suite
- Making draws and organising the prizes and draw tickets

Contact Ernesta Graham at (416) 340-2540, ext. 115, or Don [redacted] Vice-Chair at (905) 734-6570, or E-Mail dreilly @ edbrocku.ca

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u.ca.

Reilly



C O R R E S P O N D E N C E

REGULAR BOARD
1998 02 12

#16

Ministry of Labour

Ministère du Travail



Office of the Minister

Bureau du Ministre

400 University Avenue
14th Floor
Toronto ON M7A 1T7
Telephone: (416) 326-7600
Fax: (416) 326-1449

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Téléphone: (416) 326-7600
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OFFICE OF THE

January 20, 1998

JAN 20 1998

DIRECTOR OF EDUCATION

Mr. Merv Matier
Interim Director of Education
The Board of Education for the City of
Hamilton
100 Main Street West
Hamilton, Ontario

Dear Mr. Matier:

This is in response to your letter regarding the Public Sector Transition Stability Act, 1997 (Bill 136) and the Education Quality Improvement Act, 1997 (Bill 160). In your letter, you raise concerns about these initiatives on behalf of your members.

As you know, hundreds of public sector organizations will be restructuring over the coming months in order to deliver more efficient, effective and affordable services across Ontario. Thousands of public sector employees, including school board employees, will be affected by these changes.

The Public Sector Transition Stability Act provides employers and unions in the broader public sector with the processes they need to resolve the complex labour relations issues that are expected during restructuring, while protecting the rights of all employees.

I believe that this Act will assist in the resolution of these issues quickly and fairly. This will ensure stable provision of services during this time of transition, which is in the interest of all Ontarians.

The Government's education reforms, including the Education Quality Improvement Act, are based on extensive consultation with the people of this province. The Act is an important part of the Government's overall plan to improve student achievement, and to meet our goal of delivering the highest quality education in Canada in the most cost-effective manner.

The Minister of Education and Training has lead responsibility for education sector issues. I have therefore taken the liberty of forwarding your letter to the Honourable David J. Johnson, Minister.

Thank you for bringing the concerns of your members to my attention.

Sincerely,

A handwritten signature in dark ink, appearing to read 'J. Flaherty', written over the word 'Sincerely,'.

Jim Flaherty
Minister of Labour

c.c.: The Honourable David J. Johnson
Minister of Education and Training

X97-04086

16-2

The Board of Education for the City of Hamilton
Le Conseil de l'éducation de la ville de Hamilton

100 Main Street West
Hamilton, Ontario
Telephone (905) 527-5092
Fax (905) 521-2539



100, rue Main Ouest
Hamilton (Ontario)
Téléphone (905) 527-5092
Fac-similé (905) 521-2539

Director of Education & Secretary

1997 10 17

Directeur de l'éducation et secrétaire

The Honourable Michael Harris
Premier of Ontario
Legislative Building
Queen's Park
Toronto, Ontario M7A 1A1

Honourable Sir:

Please be advised that the Board of Education for the City of Hamilton adopted the following resolution at its October meeting of the Board held on 1997 10 16:

That the Board of Education for the City of Hamilton notify the Premier of the Province of Ontario, the Minister of Labour, the Minister of Education and Training, Hamilton Members of Provincial Parliament and Ontario School Boards, in writing, that the Board opposes the enacting of Bill 136 and Bill 160 and outlining the Board's position.

At the same meeting, the Board received a letter from its federation and union leaders in which they expressed the hope that "the Board would have taken a more active role in opposing Bill 136 and Bill 160 and the expected cuts to education."

Our members, recognizing and respecting their legal responsibilities, have supported the measures this Board has taken to fulfill its obligations as outlined in the Minister of Education and Training's recent communications to the Chairmen and Directors of Education. However, as Bills 136 and 160 have become the focus of concern, debate and apprehension, our members adopted the following resolution in response to the above-mentioned union/federation letter:

That, in response to the 1997 09 29 letter from the Unions and Federations representing Board employees regarding Bills 136 and 160, a letter be sent from the Chairman or Secretary of the Board expressing our support for our employee groups and their desire to maintain and improve quality public education and that we recognize their concern but, at the same time, there are certain legal implications with which we were compelled to take note.

Mr. Premier, our members are genuinely concerned with the directions Bills 136 and 160 will lead and I respectfully submit their stated concern.

Yours truly,

c. Ontario School Boards
Mailing Address
P.O. Box 2558
Hamilton, Ontario
L8N 3L1

Merv Matier
Interim Director of Education
and Secretary

Adresse postale
C.P. 2558
Hamilton (Ontario)
L8N 3L1

Excerpt from the 1997 10 16 Meeting of the Board (Hamilton)

Moved by Dr. Johnston, seconded by Mr. Gage: That the resolutions from the Durham and Toronto Boards of Education regarding their concerns with Bill 136 be supported and that the Board send a similar letter.

When it was noted that the government has removed some of the more contentious aspects of the Bill 136, it was pointed out that there are employee groups that are still unhappy with the Bill.

Moved in amendment by Mr. Korz, seconded by Ms. Orban: That this correspondence be referred for consideration with the Trustee Mulholland's Notice of Motion. Carried.

Moved by Dr. Johnston, seconded by Mr. Korz: That, in response to the 1997 09 29 letter from the Unions and Federations representing Board employees regarding Bills 136 and 160, a letter be sent from the Chairman or Secretary of the Board expressing our support for our employee groups and their desire to maintain and improve quality public education and that we recognize their concern but, at the same time, there are certain legal implications with which we were compelled to take note.

Some members stated their objection to the insinuation in the letter that the Board appears to be supporting the government's agenda to dismantle public education and recalled how difficult it had been to write sensitive letters to its employees and parents/guardians. Others offered that this Board has shown little support for employees' fight against these Bills and, without an official statement or voicing of our opinion, the government could assume that we accept their position.

One trustee pointed out that the Board members are elected by the people, some of whom agree with the direction the government is taking. Another trustee suggested the Board change its direction on the contingency plan and make a decision to close the schools if job action occurs.

Mr. Matier read the following from the Memo from the Ministry of Education and Training (attached to the agendas) addressed to Directors of School Boards: "... it is the responsibility of directors to ensure that schools are kept open during the school year. As leaders in your communities, you have the vital task of developing plans that will ensure the safety and security of your students; and of communicating those plans to parents, students and others.

In addition, you must ensure that all employees are fully informed of their legal and professional obligations."

Acknowledging that the Board had no choice but to send the letters as referenced, it was felt that the motion on the floor allows the Board to indicate its support for staff in their struggle against the Bills and their desire to preserve quality public education.

The motion was put to a vote and was Carried.

#17

The Premier
of Ontario

Legislative Building
Queen's Park
Toronto, Ontario
M7A 1A1

Le Premier ministre
de l'Ontario

Hôtel du gouvernement
Queen's Park
Toronto (Ontario)
M7A 1A1



OFFICE OF THE

January 26, 1998

JAN 29 1998

DIRECTOR OF EDUCATION

Mr. Merv Matier
Interim Director of Education and Secretary
The Board of Education for the City of Hamilton
P.O. Box 2558
Hamilton, Ontario
L8N 3L1

Dear Mr. Matier:

I have received your letter informing me about the Board of Education's resolution requesting a public inquiry into the Plastimet fire in Hamilton.

I have noted the Board's position on the matter and have taken the liberty of forwarding a copy of your letter to The Honourable Norman Sterling, Minister of the Environment, so that he will also be aware of your views.

Thank you for writing.

Sincerely,

A handwritten signature in dark ink, appearing to read "Michael D. Harris".

Michael D. Harris, MPP

c: The Honourable Norm Sterling



The Board of Education for the City of Hamilton
Le Conseil de l'éducation de la ville de Hamilton

17-1

100 Main Street West
Hamilton, Ontario
Telephone (905) 527-5092
Fax (905) 521-2539



100, rue Main Ouest
Hamilton (Ontario)
Téléphone (905) 527-5092
Fac-similé (905) 521-2539

Director of Education & Secretary

1997 12 22

Directeur de l'éducation et secrétaire

The Honourable Michael Harris
Premier of Ontario, Legislative Building
Queen's Park
Toronto, Ontario M7A 1A1

Honourable Sir:

Please be advised that the Board of Education for the City of Hamilton adopted the following resolution at its November meeting of the Board held on 1997 11 20:

That the Board of Education for the City of Hamilton urge the Provincial Government to order a public inquiry on the Plastimet Fire.

The now infamous plastimet fire had a wide-ranging effect on the schools in the immediate area of the fire as well as the many others sections of the City as a result of the smoke plume. As elected officials of the Board, the members stated their concerns about the potential health risks to our students from the toxins that were in the air during the fire.

Mr. Premier, our members are not alone in believing that a public inquiry would serve to protect the health of our students and we add our voice to other organizations and agencies that have appealed to the government to conduct a thorough investigation

Sincerely,

Merv Matier
Interim Director of Education
and Secretary

Mailing Address
P.O. Box 2558
Hamilton, Ontario
L8N 3L1

Adresse postale
C.P. 2558
Hamilton (Ontario)
L8N 3L1

Excerpt from the 1997 11 11 Meeting of the Operations and Finance Committee - Hamilton Board of Education

Public Inquiry on the Plastimet Fire - Requested by Trustee MacDonald

Moved by Ms. MacDonald: That the Board of Education for the City of Hamilton urge the Provincial Government to order a public inquiry on the Plastimet Fire.

Ms. MacDonald gave a synopsis for her request and noted the wide-ranging impact on schools in the immediate area of the fire as well as many others in the various sections of the City as a result of the smoke plume. As trustees of the Board, she urged the members to support the motion to protect the health of the students who may have been affected by the toxins that were in the air during the fire.

Several trustees spoke in support of joining with other community groups who have voiced the same concerns.

Some discussion took place regarding writing to the Academy of Medicine as well but Ms. MacDonald declined to accept the suggestion as a friendly amendment, preferring to keep her motion as stated.

The motion was put to a vote and was CARRIED.

#18

Greensville Public School
Hamilton-Wentworth District School Board
625 Harvest Rd., Greensville, Ontario L9H 5K8
(905)628-6221 Fax (905)628-8343
Principal: Mr. R. Welch Vice Principal: Mr. D. Johnson



February 4, 1998

Mr. Wayne Joudrie
Superintendent
Hamilton-Wentworth District School Board
Ancaster, Ontario

Dear Mr. Joudrie:

Our community, staff, students, P.T.O. and our School Council in Greensville are excited about our upcoming Sesquicentennial celebrations taking place in June of this year. This should prove to be an unforgettable event as alumni, trustees, administration, parents and students have been encouraged to participate.

The staff and community have already begun preparing our school for this very important event. Recently we started work on our front foyer, only to find we had to purchase the paint and display case out of our school budget and provide our own labour. An artist has been hired to complete a series of photo collages commemorating the 150 year history at the school's expense.

Concern has been expressed that when our twinned school Spencer Valley celebrated their 25th anniversary, money and upgrades to their school were provided by the Board of education, this has not been the case with Greensville School's Sesquicentennial. Our former Vice-Principal requested many upgrades be completed prior to our Sesquicentennial celebrations in a letter dated November 11, 1996. To my knowledge these requests were not addressed.

We are in need of many improvements at Greensville School in order that we can be proud of our school building during this very important community event. The media will be extensively involved as we feel that our school should look presentable and be in good repair. Please find attached to this letter, a list of prioritize improvements that are necessary. As well, we invite you to tour our school so that you may develop a better understanding of the needs requested.

Sincerely

Doug Johnson
Vice-Principal

DJ:ps

c.c Al Greenleaf, Secretary of The Board ✓
Bruce Thompson, Plant Dept.
Tim Story, Area Supervisor
Bob Welch, Principal

GREENSVILLE PUBLIC SCHOOL



"The Heart of Our Community"

With our proposed Sesquicentennial Celebration quickly approaching, we are requesting the following capital assistance from the Hamilton-Wentworth District Board of Education.

PRIORITY LIST:

- 1) Curtains removed in the gymnasium. The curtains are full of mildew and stains. Paint existing Panels and windows (forest green).
- 2) We require fencing around the perimeter of the property. Two years ago this was brought to Mr. Wouter's attention and he thought there was some fencing available. The old fence must be removed (most of it has fallen down) as it is a danger to the children playing in the vicinity. Luckily we are surrounded by farm field, however, the parents would appreciate a proper fence around the school for safety and security of their children, particularly next to the parking lot.
- 3) Paint panels on exterior of gymnasium (green). They also require patching as they are currently a faded orange, yellow and green colour.
- 4) The center section of the school containing the Library and computer lab along with several classes is not wheel chair accessible. This came to our attention when a student in a wheel chair had to be lifted up and down two steps to success the central part of the school. Fortunately this student is out of the wheel chair, however, the problem still remains.
- 5) Some of the carpets, particularly in the Library and the Kindergarten rooms are really worn and soiled, the seams are lifting and the carpet buckles causing a safety concern for students and staff. Because of the age of these carpets and dampness in the school there is a definite odour.
- 6) With the celebration only six months away, the school would benefit with a little "Sprucing Up". Exterior and interior painting would enhance the ambiance of the school.

Doug Johnson

MOUNTVIEW PUBLIC SCHOOL



#19

59 KAREN CRESCENT
HAMILTON, ONTARIO
L9C 5M5
Telephone: 388-1677

February 2, 1998.

Mr. A. Greenleaf,
Director of Education and Secretary of the
Hamilton-Wentworth District School Board,
100 Main Street West,
Hamilton, Ontario,
L8N 3L1.

Dear Mr. Greenleaf:

The Elementary School Secretary P.D. Planning Committee is organizing a half day P. D. Programme for secretaries on Friday March 27, 1998.

We would like to invite you to bring opening greetings to school secretaries in attendance on that day. The program will take place at Crestwood School and begin with greetings/opening remarks from 9:00 a.m. until approximately 9:15 a.m.

We look forward to your participation in our programme.

Sincerely,

A handwritten signature in cursive script that reads "Pat Obratoski".

Pat Obratoski,
P. D. Committee Chairperson.

/po

cc - M. Matier



#20

Brock University

Faculty of Education
Hamilton Campus

1842 King Street East
Hamilton, Ontario, Canada L8K 1V7

Telephone (905) 547-3555
Fax (905) 547-9500

January 22, 1998

OFFICE OF THE

JAN 26 1998

DIRECTOR OF EDUCATION

A. A. Greenleaf
Director and Secretary
The Hamilton-Wentworth District School Board
The Education Centre
100 Main St. W.
Hamilton, Ontario
L8N 3L1

Dear Mr. Greenleaf:

Please accept our congratulations on your appointment as the first director of the Hamilton-Wentworth District School Board.

We wish you every success in this prestigious and challenging opportunity for you.

We have appreciated your keen interest and support of our Brock students over the past several years and look forward to that continuing relationship.

Our very best wishes.

Sincerely,

Cecil Hamilton

Clare McKague

#21

Westmount Secondary School

39 MONTCALM DRIVE

HAMILTON ONTARIO

L9C 4B1

Office of the
Principal



02 05 98

Allan Greenleaf
Director and Secretary
Hamilton-Wentworth District School Board
100 Main St. W.
Hamilton, ON

Dear Mr. Greenleaf,

The former Hamilton Board of Education has had, for about 30 years, one of the finest string programs for elementary and secondary students in the province.

As you may or may not be aware, this instructional program begins in grade 4 and is delivered as a full **USER-PAY** program at no cost to the Board. We supply the instruments to the students and they receive a group lesson each week in their school and an orchestra experience on Saturdays. Some of our string orchestras regularly appear on community television, in provincial music conferences and are consistent winners at both the Hamilton and Toronto Kiwanis Music Festivals.

Each year we hold several concerts for individual orchestras and multiple ensembles. Our grand celebration takes place in March each year in the Great Hall of Hamilton Place. This event, known as the **"Hamilton Festival of Strings"**, has been highly publicized in the past and has brought deserved recognition to the fine teachers that we have in our program.

As the former Co-ordinator of Music and Dance for the Hamilton Board, it was my job to produce the concerts and arrange for guest artists etc. In my current role as Co-ordinator of the String Program, I would like to invite you to bring greetings from the new Hamilton-Wentworth District School Board to the audience of approximately 1500 parents and 500 student musicians. The concert will take place on Wednesday, March 11, 1998 at Hamilton Place. The guest conductor will be Michael Reason from the Niagara Symphony. The guest artists will be the New Hamilton Orchestra Strings and the **stars of the show will be 500 of our talented violinists** from age 9 to 19.

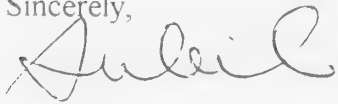
We all feel that it is important to keep this program alive and thriving. Your involvement at this time would be a positive step toward its continuation and its expansion into schools in the former Wentworth County Board where there is enough interest - again, at no cost to the Board.

In the past, we have had the Director, the Superintendent of Program or the Chairperson of the Board offer words of encouragement and support for the value of Arts programs for young people. A brief word and a message of congratulations to all of the participants for their hard work would be perfect. I have enclosed last year's full page colour photo from the Spectator that appeared the day after the concert.

This year, we are expecting complete coverage from the paper as well as a guest appearance by Mayor Bob Morrow who will perform on stage with a group consisting of Glenn Mallory (Conductor of the Hamilton Philharmonic Youth Orchestra), James Deaville (from the Music Department at McMaster University) and myself as we perform with the massed orchestra of about 500 student musicians.

If you need more information regarding exact times and location, please contact me at 388-1161. I will be happy to supply you with more information.

Sincerely,



Russ Weil
String Program Co-ordinator
Head of Music, Westmount Secondary School

Queen's Park Office:
Room 1413, Whitney Block
Queen's Park
Toronto, Ontario
M7A 1A4
(416) 325-8711
Fax (416) 325-8715



LEGISLATIVE ASSEMBLY

#22

Constituency Office:
196 Parkdale Ave. North
Hamilton, Ontario
L8H 5X2
(905) 544-9644
Fax (905) 544-5152

DOMINIC AGOSTINO, M.P.P.
HAMILTON EAST

February 9, 1998



Dear School Board Trustees:

On Tuesday, February 17, 1998, Dominic Agostino, M.P.P. for Hamilton East, Environment Critic and David Caplan, M.P.P. for Oriole, Youth Issues Critic will be hosting a round table forum on youth issues. Among the issues which will be discussed are post secondary education and employment.

This will take place in the Council Chambers at Gilmour Hall, McMaster University from 10:00 am to 11:30 am.

If you are interested in participating in the panel discussion or wish to attend please confirm by calling (905) 544-9644 or fax (905) 544-5152 by Thursday, February 12, 1998.

Sincerely,

A handwritten signature in black ink, appearing to read "Dominic Agostino".

Dominic Agostino, M.P.P.
Hamilton East

DA:bp

22-1

YOU ARE INVITED TO A YOUTH FORUM

Hosted By



Dominic Agostino M.P.P.
Hamilton East
Official Opposition Environment Critic

And



David Caplan M.P.P.
Oriole
Official Opposition Youth Issues Critic

Tuesday February 17 1998 Time:10:00am to 11:30am
Council Chambers @ Gilmour Hall
McMaster University

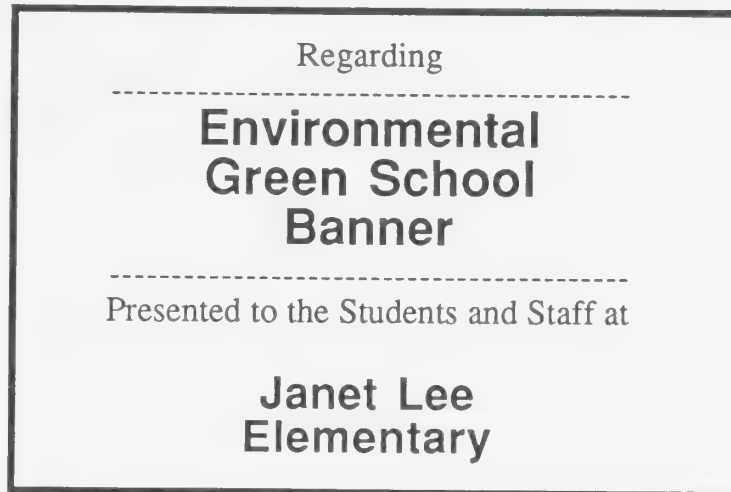
For more information or to confirm your attendance
Call: 544 9644
Or E Mail dominic_agostino-mpp@ontla.ola.org

Please forward to ...

#23

Superintendent and School Board
Wentworth County Board of Education

From: SEEDS Foundation



A letter containing the following information was recently sent to Janet Lee. We thought you would be impressed with their success.

"Congratulations to one and all at Janet Lee for having achieved the status of Environmental GREEN School.

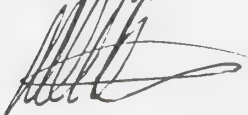
"What a wonderful accomplishment and to have reached your goal so quickly is truly outstanding!"

"Please find enclosed a GREEN School banner for you to display with pride in your school so that others that come to visit will know immediately that your school is playing a key role in environmental action.

"You have come a very long way with 100 projects completed. You may have already given thought to the future and whether you will continue to keep track of your efforts. Some schools have set a quota for each month or for the school year with the hope of maintaining their green status on a monthly or yearly basis. Whether or not you continue to keep records you can take pride in your present success. You are well deserving of the title Environmental Green School!"

We hope you will share in this accomplishment.

Sincerely,



Dan Stoker
Learners in Action Program

Congratulations Janet Lee Elementary
Green Schools Across Canada --- 3rd in Stoney Creek



SEEDS Canada Foundation

202, 25 St. Michael Street, St. Albert, AB T8N 1C7
Ph (403) 458-2411 Fax (403) 458-2770
(web site) greenschools.ca/seeds/

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Open Session of the Regular Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on January 29, 1998.

Those present:

Ray Mulholland, Chair
Reg Woodworth, Vice-Chair
Judith Bishop
Heather Bullock
Janice Dewar
Wes Hicks
Eleanor Johnstone
Lillian Orban
Laura Peddle
Joe Rogers

Regrets:

Bruce Wallace

In attendance:

Allan A. Greenleaf, Director of Education and Secretary
Ken Bain, Interim Assistant Superintendent of Schools
Elizabeth Bond, Superintendent of Program
Krys Croxall, Superintendent of Schools
Pat Gillie, Superintendent - Administrative and Operational Services
Don Grant, Superintendent of Business and Treasurer
Wayne Joudrie, Superintendent of Schools
Merv Matier, Superintendent of Transitional Services
Murray Quinn, Superintendent of Schools
Debbie Russon, Interim Superintendent of Human Resources
Stew Thompson, Assistant Superintendent of Schools
Janice Tomlinson, Interim Assistant Superintendent of Program
Lucy Veerman, Acting Senior Financial Officer
Ken Waters, Superintendent of Schools

IN-CAMERA SESSION:

The Chair called the in-camera session to order at 7:05 p.m.

The Chair called the open session to order at 8:15 p.m.

OPENING READING/PRAYER

The Chairman read a passage from Readings and Prayers for Use in Toronto Schools.

3. PUBLIC QUESTION PERIOD

Nil.

4. APPROVAL OF MINUTES - JANUARY 15, 1998

RESOLUTION #98-25: It was moved by R. Woodworth, seconded by W. Hicks that the minutes of January 15, 1998 be approved as distributed.

CARRIED UNANIMOUSLY.

L. Peddle indicated that a correction to the 1998 02 08 Committee of the Whole minutes would be forthcoming at the Committee meeting.

5. BUSINESS ARISING FROM THE MINUTES

Nil.

6. APPROVAL OF AGENDA

RESOLUTION #98-26: It was moved by J. Rogers, seconded by E. Johnstone that the agenda be approved.

The following items were added:

15.(a) School Trip

15.(b) Placement of Staff

The Chair indicated that L. Orban could raise a question a question regarding the managerial level of the administrative structure under Item 12.

To the motion, CARRIED UNANIMOUSLY.

A. Greenleaf announced that Elizabeth Bond, Superintendent of Program, had been awarded her doctorate and extended congratulations to Dr. Bond on behalf of the Board.

7. COMMITTEE OF THE WHOLE BOARD REPORT

RESOLUTION #98-27: It was moved by R. Woodworth, seconded by J. Bishop that the Committee of the Whole Reports dated January 22, with Items 3, 4, 9 and 11 removed for separate consideration, and dated January 29 be adopted as follows:

A. Report dated January 22, 1998**1. DRAFT ROLE DESCRIPTIONS:**

It was moved by L. Peddle that the Draft Job Descriptions for the Superintendents be approved as presented.

2. EDUCATION SUB-COMMITTEE RECOMMENDATIONS:

It was moved by B. Wallace that the additional recommendations of the LEIC Education Sub-Committee, as presented, be appended to the LEIC final report for consideration by the Work Groups/Committees in developing proposals for trustee consideration.

5. SYSTEM-WIDE LOGO CONTEST:

It was moved by W. Hicks that The Hamilton-Wentworth District School Board approve the implementation of the Logo Contest to develop a new logo for the unified board.

6. MARCH MEETING SCHEDULE:

It was moved by R. Mulholland that no Board/Committee meetings be scheduled during the week of March 16-20.

7. PROCESS FOR ELECTION OF STUDENT TRUSTEE:

It was moved by B. Wallace that the Director be authorized to draft a policy providing for student representation on the Board, in accordance with the requirements of Ontario Regulation 461/97.

8. FINANCIAL STATEMENTS/AUDITORS' REPORTS - PREVIOUS BOARDS:

It was moved by J. Dewar that the Hamilton-Wentworth District School Board direct the respective treasurers of the former Board of Education for The City of Hamilton and The Wentworth County Board of Education to prepare the applicable 1997 Financial Statements.

10. SCHOOL TRIPS:

It was moved by L. Orban that the following trip requests be approved:

- (a) Grades 7-8 - **BURKHOLDER SCHOOL** - Quebec City from February 4-7, 1998 inclusive;
- (b) Grade 8 - **DALEWOOD SCHOOL** - Bracebridge from May 6-8, 1998 inclusive;
- (c) Grades 6-8 - **HIGHVIEW SCHOOL** - Snow Valley, February 25, 1998;
- (d) Grades 6-8 - **HILLCREST SCHOOL** - MT. ST. Louis/Moonstone, February 6, 1998;
- (e) Grades 6-8 - **MEMORIAL SCHOOL** - Barrie from February 11-12, 1998 inclusive;
- (f) Grades 6-8 - **W.H. BALLARD SCHOOL** - MT. ST. Louis/Moonstone, February 26, 1998;
- (g) Grades 9-10 - **SIR ALLAN MACNAB SCHOOL** - Montreal from February 18-21, 1998 inclusive;
- (h) Grades 10 - **WESTDALE SCHOOL** - Bruce National Park From May 27-29, 1998 inclusive;
- (i) Grades 9-OAC - **WESTMOUNT SCHOOL** - Barrie (Horseshoe Resort), February 10, 1998.

12. JOB RE-EVALUATION OF EMPLOYEE RECORDS CO-ORDINATOR:

It was moved by R. Mulholland that the Hamilton-Wentworth District School Board approve the job re-evaluation of the Employee Records Co-ordinator and that the change in compensation be retroactive to July 14, 1995.

13. MEMBERSHIP FEES:

It was moved by L. Orban that the membership fees for the Canadian Education Association and the Ontario Educational Research Council be referred to the budget process for consideration.

14. CORRESPONDENCE - GUY BROWN HOME & SCHOOL RE: REQUEST FOR REPRESENTATION ON ACCOMMODATIONS REVIEW COMMITTEE:

It was moved by W. Hicks that correspondence from the Guy Brown Home & School be referred to the Accommodation Committee when organized.

15. PERSONNEL REPORT:

It was moved by L. Orban that the Personnel Report dated January 22, 1998 be approved as follows:

SECTION I - K. CROXALL, SUPERINTENDENT OF SCHOOLS**A. APPOINTMENTS AND TRANSFERS****1. Appointment:**

That **MARGARET FLEET**, teacher at Spencer Valley School, be appointed to the position of Field Consultant - Physical Education (Term Appointment) from January 22 to June 30, 1998.

SECTION II - W. JOUDRIE, SUPERINTENDENT OF SCHOOLS**C. LEAVES OF ABSENCE****1. General Leaves**

That, in accordance with the Employment Standards Act, **SUSAN LAFLAIR**, Communicative Disorders Assistant at Glenwood School, be granted a General Leave from December 30, 1997 to April 28, 1998 inclusive (17 weeks).

SECTION III - K. WATERS, SUPERINTENDENT OF SCHOOLS**B. RESIGNATIONS, RETIREMENTS, AND TERMINATIONS****1. Retirement:**

That, in accordance with the provisions of the CUPE Collective Agreement - Custodial and Maintenance Unit, the retirement of **FRANCES CAMPBELL**, Cleaner at Ancaster High School be accepted effective October 31, 1998.

C. LEAVES OF ABSENCE**1. General Leaves:**

(a) That **ELIZABETH PRESTON**, Educational Assistant at Fessenden Public School, be granted a General Leave of Absence from September 1, 1998 to August 31, 1999 inclusive (52 weeks).

(b) That a General Leave be granted to **SHELLEY SIMPSON**, Cleaner at Billy Green Public School, from March 30 to November 27, 1998 inclusive (35 weeks).

(c) That a General Leave be granted to **MOIRA BOATMAN**, teacher at Ancaster High School, from February 9 to September 4, 1998 inclusive (30 weeks).

(d) That a General Leave be granted to **HEIDI SHEPPARD**, teacher at Orchard Park Secondary School, from February 23 to June 19, 1998 inclusive (17 weeks).

(e) That a General Leave be granted to **CAROLYN VENEMA**, teacher at Parkside High School, from March 23 to July 17, 1998 inclusive (17 weeks).

3. Extended General Leaves:

That **CAROLYN VENEMA**, teacher at Parkside High School, be granted an extended General Leave from July 20, 1998 to January 29, 1999 inclusive (28 weeks).

SECTION IV - D. RUSSON, INTERIM SUPERINTENDENT OF HUMAN RESOURCES**A. APPOINTMENTS AND TRANSFERS****1. Promotions**

That **HARRY TRAINI**, Secondary Teacher, be appointed to the position of Acting Principal of a Secondary School, effective February 2, 1998, with salary according to the salary schedule.

Replacement

That the following staff be appointed to the position of Acting Vice-Principal of a Secondary School, effective February 2, 1998, with salary according to the salary schedule:

LESLEY FRASER, Secondary Teacher

MICHAEL REHILL, Secondary Teacher

Replacements

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS

1. Resignations

That the date, January 30, 1998, for **BRADLEY RICH**, Elementary Teacher, to leave the employ of the Board, be approved.

2. Retirement

That the resignations of the following staff, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

SUSAN KILBY, Elementary Teacher, June 30, 1998

RONALD LEWIS, Secondary Teacher, February 28, 1998

That the retirement request of **ROBERT SCOTT** Secondary Teacher, effective January 30, 1998, approved at a previous meeting, be rescinded.

C. LEAVES OF ABSENCE

1. General Leaves

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

NELLY HIRASAWA, Secondary Teacher, March 23, 1998 to September 25, 1998

NANCY HOLMES, Secondary Teacher, February 2, 1998 to August 31, 1998

BARBARA MANIEL, Elementary Teacher, February 2, 1998 to August 31, 1998

DAWN F. MARTENS, Elementary Teacher, April 20, 1998 to December 31, 1998

SUSAN MCKAGUE, Secondary Teacher, March 2, 1998 to September 4, 1998

CYNTHIA ROBINSON, Elementary Teacher, February 2, 1998 to October 2, 1998

JANET ROSS, Secondary Teacher, February 4, 1998 to August 31, 1998

DOUGLAS VAN DUZEN, Elementary Teacher, January 1, 1998 to August 31, 1998

2. Workload Reduced Leave of Absence

That the request of **LORI SEIBEL**, Elementary Teacher, for a .3 Workload Reduced Leave of Absence, effective January 1, 1998 to August 31, 1998, be approved.

3. Leave Extensions

That the requests of the following staff for an extension of their Leave of Absence, effective as shown, be granted:

ALISA GREVE, Elementary Teacher, February 25, 1998 to February 28, 1998

MARGARET LEITCH, Elementary Teacher, February 16, 1998 to February 15, 1999

EDITH SCHROEDTER, Secondary Teacher, February 2, 1998 to August 31, 1998

FIONA VALIQUETTE, Elementary Teacher, February 23, 1998 to August 31, 1998

4. Return from Leave of Absences

That the following staff be returned from a Leave of Absence, effective as shown:

ALISA GREVE, Elementary Teacher, March 2, 1998

PATRICIA NOEL, Secondary Teacher, February 4, 1998

D. PROBATIONARY AND PERMANENT CONTRACTS**1. Permanent Staff**

That the following Probationary Staff be transferred to Permanent Staff, effective as shown, with salary according to the salary schedule:

PAUL BROWN, Secondary Teacher, February 2, 1998

CARMEN BUCCI, Secondary Teacher, February 2, 1998

PETER BRUCE MCLEOD, Secondary Teacher, March 2, 1998

PAUL BARWINSKI, Secondary Teacher, February 2, 1998

2. Confirmations

That the following staff be confirmed in the positions shown, effective as shown, with salary according to the salary schedule:

GAIL BELISARIO, Elementary Teacher (Elementary School Principal), January 1, 1998

BARBARA BROWN, Secondary Teacher (Head of Department - Guidance), February 2, 1998

ROBERT COREY, Secondary Teacher (Head of Department - Guidance), February 2, 1998

CAMERON GAULDIE, Secondary Teacher (Head of Department - Guidance), February 2, 1998

PATRICIA GIONET, Secondary Teacher (Assistant Head of Department - French Immersion), February 2, 1998

MAELLY LEW, Secondary Teacher (Assistant Head of Department - Science), February 2, 1998

PATRICIA LONEY, Secondary Teacher (Assistant Head of Department - Academic), February 2, 1998

SUSAN PEART, Secondary Teacher (Head of Department - Girls' P.H.E.), February 2, 1998

DAVID REPCHUCK, Elementary Teacher (Elementary School Principal), January 1, 1998

BRYAN RYDER, Secondary Teacher (Assistant Head of Department - Science), February 2, 1998

CLAIRE WRIGHT, Secondary Teacher (Head of Department - Academic), February 2, 1998

E. OTHER MATTERS REQUIRING BOARD ATTENTION**1. Timetable Changes**

That the timetable changes of the following staff be approved, effective as shown, with salary according to the salary schedule:

LISA CLARKE, Elementary Teacher, .5 to .8, January 5, 1998

JOANNE SINCLAIR, Secondary Teacher, 2/3 to 3/3, January 5, 1998 to February 3, 1998

BARBARA SWAN, Secondary Teacher, 2/3 to 3/3, January 5, 1998 to February 3, 1998

16. TERM APPOINTMENTS:

It was moved by E. Johnstone that the following appointments be approved:

(a) **LAURA ROMANO**, Field Consultant/Teacher at Green Acres School, to the position of Consultant/Co-ordinator - The Ontario curriculum (Term Appointment) from January 22 to June 30, 1998.

(b) That NEAL SHAW, teacher at Orchard Park Secondary School, to the position of Acting Consultant/Co-ordinator - Numeracy/Secondary Restructuring (Term Appointment) from January 22 to June 30, 1998.

B. Report dated January 29, 1998:

3. PERSONNEL REPORT

It was moved by R. Mulholland: That the Personnel Report dated January 29, 1998 be approved as follows:

SECTION IV - D. RUSSON, INTERIM SUPERINTENDENT OF HUMAN RESOURCES

A. APPOINTMENTS AND TRANSFERS

1. Promotions

That CATHERINE ALCHIN, Secondary Teacher, be appointed to the term position of Project Team Consultant (.5), with the responsibility of Student Services and Community Linkage, effective February 4, 1998 to June 30, 1998.

That PIETER TOTH, Secondary Teacher, be appointed to the term position of Consultant (.5), Adult and Continuing Education, effective February 4, 1998 to June 30, 1998.

That the following staff be appointed to the position indicated below, effective February 4, 1998, with salary according to the salary schedule:

ALLAN BULLOCK, Secondary Teacher, (Acting Head of Department - Boys' Physical and Health Education)

JANET CAZZOLA, Secondary Teacher, (Acting Head of Department - Geography)

WENDY COLE, Secondary Teacher, (Acting Assistant Head of Department - English)

LUANA COX, Secondary Teacher, (Acting Assistant Head of Department - Student Services)

NANCY COWAN, Secondary Teacher, (Acting Head of Department - Girls' Physical and Health Education)

ARTHUR CSERESNYES, Secondary Teacher, (Acting Assistant Head of Department - Business)

JYOTI DEHAAN, Secondary Teacher, (Acting Assistant Head of Department - Science)

LEEANNE GREENWOOD, Secondary Teacher, (Acting Assistant Head of Department - English)

MARJATTA HATINEN, Secondary Teacher, (Acting Head of Department - Visual Arts)

SYLVIA HOLINATY, Secondary Teacher, (Acting Head of Department - Music)

PATRICIA MCEACHREN, Secondary Teacher, (Acting Assistant Head of Department - Mathematics)

DARLENE MCILVEEN, Secondary Teacher, (Acting Assistant Head of Department - English)

M. JANE MURRAY, Secondary Teacher, (Acting Assistant Head of Department - Vocational)

CHRISTINE NESBITT-BEAVER, Secondary Teacher, (Acting Head of Department - Business)

GORDON PHILLIPS, Secondary Teacher, (Acting Head of Department - Science)

JOANNE RESTIVO, Secondary Teacher, (Acting Assistant Head of Department - Student Services)

LYNSEY SOBER, Secondary Teacher, (Acting Head of Department - Girls' Physical and Health Education)

ALISTAIR STRAITTON, Secondary Teacher, (Acting Head of Department - English)

ANNETTE TONOGAI, Secondary Teacher, (Acting Head of Department - Girls' Physical and Health Education)

PIETER TOTH, Secondary Teacher, (Acting Assistant Head of Department - Business)

JACQUELINE VOLTERMAN, Secondary Teacher, (Acting Assistant Head of Department - Mathematics)

ALFRED WOYTASIK, Secondary Teacher, (Acting Assistant Head of Department - Mathematics)

C. LEAVES OF ABSENCE

1. Reduced Workload Leave of Absence

That the request of the following staff, for a Reduced Workload Leave of Absence, effective February 4, 1998 to August 31, 1998, be approved:

SANDRA HOLMES, Secondary Teacher, 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2)

HEATHER LEWIS, Secondary Teacher, 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2)

PATICIA LONEY, Secondary Teacher, 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2)

JENNIFER MCCONNELL, Secondary Teacher, 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2)

CORIE PILLININI, Secondary Teacher, 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2)

BARBARA RUSSELL-MORSE, Secondary Teacher, 6/6 to 4/6 (2/3 Sem. 1, 2/3 Sem. 2)

JOHN SCARCELLI, Secondary Teacher, 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2)

RYAN SCOTT, Secondary Teacher, 6/6 to 3/6 (3/3 Sem. 1 only)

2. Return from Leave of Absence

That the following staff be returned from Leave of Absence, effective as shown:

SANDRA HOLMES, Secondary Teacher, February 4, 1998 (2/3)

JENNIFER MCCONNELL, Secondary Teacher, January 1, 1998

D. PROBATIONARY AND PERMANENT CONTRACTS

1. Probationary Staff

That **RODNEY SMILSKY**, Secondary Teacher, be appointed to the Probationary Staff, effective September 1, 1997, with salary according to the salary schedule.

That the following teachers be appointed to the Probationary Staff, effective February 4, 1998, with salary according to the salary schedule:

KIM BANHAM, Secondary Teacher, 3/6 (3/3 Sem. 2)

WARREN BARRETT, Secondary Teacher, 1/6 (1/3 Sem. 2)

DEBORAH BATES, Secondary Teacher, 2/6 (2/3 Sem. 2)

JANA BOGLEVSKY, Secondary Teacher, 3/6 (3/3 Sem. 2)

GEORGE BROOKS, Secondary Teacher, 3/6 (3/3 Sem. 2)

DEBORAH BROWN, Secondary Teacher, 3/6 (3/3 Sem. 2)

PAUL BURNIP, Secondary Teacher, 3/6 (3/3 Sem. 2)

DANNY CIARMOLI, Secondary Teacher, 3/6 (3/3 Sem. 2)

NATALIE DICOSMO, Secondary Teacher, 2/6 (2/3 Sem. 2)

MICHAEL ERMACORA, Secondary Teacher, 3/6 (3/3 Sem. 2)

VESNA FRANKOVIC, Secondary Teacher, 3/6 (3/3 Sem. 2)

JENNIFER GUNION, Secondary Teacher, 3/6 (3/3 Sem. 2)

PATRICIA HARTON-MCCORD, Secondary Teacher, 3/6 (3/3 Sem. 2)

RHONDA KEMENY, Secondary Teacher, 3/6 (3/3 Sem. 2)

VICKY KIRKELOS, Secondary Teacher, 3/6 (3/3 Sem. 2)

KARLY LAWRENCE, Secondary Teacher, 3/6 (3/3 Sem. 2)
EVA LUKASIK, Secondary Teacher, 3/6 (3/3 Sem. 2)
ROSEANN MASCIA, Secondary Teacher, 3/6 (3/3 Sem. 2)
TANIA MCKAGUE, Secondary Teacher, 3/6 (3/3 Sem. 2)
RALPH MICHELLI, Secondary Teacher, 3/6 (3/3 Sem. 2)
TREVOR POWELL, Secondary Teacher, 3/6 (3/3 Sem. 2)
JUDIT STEINER, Secondary Teacher, 3/6 (3/3 Sem. 2)
CHRISTOPHER THOMASIDIS, Secondary Teacher, 3/6 (3/3 Sem. 2)
ROBERT WATTS, Secondary Teacher, 3/6 (3/3 Sem. 2)
CHRISTOPHER WESTON, Secondary Teacher, 3/6 (3/3 Sem. 2)
LISA WHALEN, Secondary Teacher, 3/6 (3/3 Sem. 2)
NEBOJSA WRBASIC, Secondary Teacher, 3/6 (3/3 Sem. 2)
ESTELLE WU, Secondary Teacher, 3/6 (3/3 Sem. 2)

That the contract of **SONIA STE-CROIX**, Secondary teacher, be transferred from a Term Probationary Contract to a Probationary Contract, effective February 4, 1998.

2. Permanent Staff

That **THERESA SGAMBATO**, Secondary Teacher, be transferred to the Permanent Staff, effective February 2, 1998, with salary according to the salary schedule.

E. OTHER MATTERS REQUIRING BOARD ATTENTION

1. Timetable Changes

That the timetable changes of the following staff be approved, effective February 4, 1998, with salary according to the salary schedule:

DAVID BIELBY, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)
PAUL BRANKOVIC, Secondary Teacher, 5/6 to 6/6 (3/3 Sem. 1 and Sem. 2)
DONNA BUJNOWSKI, Secondary Teacher, 4/6 to 5/6 (2/3 Sem. 1, 3/3 Sem. 2)
GAIL CIPRIANI, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)
AMY COOK, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)
HEATHER CUMMING, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)
LAURA DOWLING, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)
PATRICIA JEFFREY, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)
CHRISTOPHER LANE, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)
SANDRA MITCHELL, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)
HEATHER REX, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)
ANDY MIJATOVIC, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)
RUTH PURDY, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)
ALISON VICKERS, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)
JOANNE SINCLAIR, Secondary Teacher, 2/6 to 4/6 (2/3 Sem. 1 and Sem. 2)
LINDA SMITH, Secondary Teacher, 4/6 to 5/6 (2/3 Sem. 1, 3/3 Sem. 2)
LORRAINE STACEY, Secondary Teacher, 3/6 to 4/6 (3/3 Sem. 1, 1/3 Sem. 2)
FILOMENA WYATT, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)
RONALD YACHETTI, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)
MARGARET YOUMANS, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)

That the timetables of the following County staff be changed, effective February 4, 1998, with salary according to the O.S.S.T.F. District 8 salary schedule:

JENNIFER AUBIN, Secondary Teacher, 1/6 to 3/6 (1/3 Sem. 1, 2/3 Sem. 2)

JOHN MILHOLICS, Secondary Teacher, 4/6 to 5/6 (2/3 Sem. 1, 3/3 Sem. 2)

2. Other

That the request of **SANDRA HOLMES**, Secondary Teacher, to relinquish her position of Head of Department, Girls' Physical and Health Education, effective February 4, 1998 to August 31, 1998, be approved.

CARRIED, 9 IN FAVOUR, 1 ABSTENTION

RESOLUTION #98-28: It was moved by R. Woodworth, seconded by J. Bishop that Item 3. in the January 22, 1998 Committee of the Whole Report be adopted:

3. JK REGISTRATION/NEWSPAPER NOTICE:

It was moved by R. Mulholland that, until a decision is reached regarding the delivery of Junior Kindergarten and French Immersion programs in the Hamilton-Wentworth District School Board, existing Junior and Senior Kindergarten Registration and Enrolment Policies and Procedures from the predecessor Boards continue for September 1998 registration and that a statement regarding potential changes be included in media advertisements.

CARRIED, 7 IN FAVOUR, 3 OPPOSED.

RESOLUTION #98-29: It was moved by R. Woodworth, seconded by J. Bishop that Item 4. in the January 22, 1998 Committee of the Whole Report be adopted:

4. PROPOSALS FOR LEGAL SERVICES:

It was moved by L. Orban that the Director be authorized to advertise for proposals for the provision of legal services to the Board.

H. Bullock declared a potential conflict of interest and stated she would neither debate nor vote on the issue.

To the motion, CARRIED, 8 IN FAVOUR, 1 OPPOSED AND 1 ABSTENTION.

RESOLUTION #98-30: It was moved by R. Woodworth, seconded by J. Bishop that Item 9. in the January 22, 1998 Committee of the Whole Report be adopted:

9. HAMILTON FOUNDATION/FAMILY ASSISTANCE PROGRAM:

It was moved by L. Orban that the Hamilton-Wentworth District School Board approve the distribution of the memo regarding Ontario Family Assistance for Teachers' Withdrawal of Services to all schools under the jurisdiction of the Hamilton-Wentworth District School Board.

In response to questions, D. Grant confirmed that some confusion had earlier existed regarding the maximum entitlement for County residents. The Professional Activity day scheduled within the withdrawal of services period by the former Wentworth County Board had been initially

interpreted to mean that day was not eligible for reimbursement. D. Grant agreed to clarify in the above communication to parents the government's direction that P.A. days did not reduce the claim entitlement.

To the motion, CARRIED UNANIMOUSLY.

RESOLUTION #98-31: It was moved by R. Woodworth, seconded by J. Bishop that Item 11. in the January 22, 1998 Committee of the Whole Report be adopted:

11. DRAFT TRUSTEE EXPENSE POLICY:

It was moved by E. Johnstone that The Hamilton-Wentworth District School Board approve the Trustee Expense Policy dated January 14, 1998.

CARRIED, 9 IN FAVOUR, 1 OPPOSED.

8. ADOPTION OF THE IN-CAMERA SESSION REPORT

RESOLUTION #98-32: It was moved by R. Woodworth, seconded by J. Rogers that the In-camera Session Report be adopted as follows:

C-1. EXPULSION HEARING FOR A STUDENT

It was moved by W. Hicks, seconded by J. Dewar: That the Expulsion Hearing for a student in our system scheduled for January 29, 1998 be adjourned and postponed to Thursday, February 5, 1998 and that the current suspension for the student be extended to the conclusion of the Expulsion Hearing on February 5, 1998

C-2. COMMITTEE OF THE WHOLE IN-CAMERA REPORT

It was moved by J. Rogers, seconded by E. Johnstone: That the In-camera Report of the Committee of the Whole dated January 22, 1998 be adopted as distributed:

C-3. RESCINDING MOTIONS:

- (a) It was moved by H. Bullock that Resolution #97-235(c-8[ii-c-1(a)]) be rescinded.
- (b) It was moved by J. Rogers that Resolution #97-205(c-8[iii-b2h]) be rescinded.
- (c) It was moved by H. Bullock that the motion approving the retirement of Robert Scott, Secondary teacher, effective January 30, 1998 be rescinded.

C-4. REPORT RE: 220 DUNDURN STREET FACILITY:

It was moved by R. Mulholland that the Hamilton-Wentworth District School Board accept the offer from Dundurn Street Loffts Inc. for the purchase of the building and site located at 220 Dundurn Street South, part of Park Lots 11 and 12, Allan Macnab Survey, a.k.a. Plan 1434 in the City of Hamilton and funds realized from the sale be placed in capital reserves, subject to the acceptance by the purchaser of the amendments as outlined.

C-5. TUITION FEE REQUEST:

It was moved by H. Bullock that correspondence be forwarded to the Ministry of Training and Education requesting clarification with respect to tuition fee payment.

C-6. REPORT OF THE SALARY COMMITTEE

It was moved by W. Hicks, seconded by L. Orban: That the Report of the Salary Committee dated January 27, 1998 be adopted.

C-7. COMMITTEE OF REVIEW REPORT

It was moved by R. Woodworth, seconded by J. Dewar: That the Committee of Review Report dated January 16, 1998 be adopted as distributed.

C-8. SUSPENSION REPORT

It was moved by L. Orban, seconded by E. Johnstone: That the Suspension Report dated January 27, 1998 be received for information.

To the motion, **CARRIED UNANIMOUSLY.**

9. NOTICE OF MOTION

R. Woodworth noted that he had withdrawn the motions regarding Standing Committees from the notice of motion presented at the last Board meeting. He added that he would be prepared to reintroduce the motions when the Board is ready to consider a Standing Committee structure.

RESOLUTION #98-33: It was moved by R. Woodworth, seconded by J. Bishop

1. That correspondence addressed to the Director as Secretary of the Board and to the Chair as Chair of the Board be distributed to all trustees for information.

The Chair confirmed that this is housekeeping and ensures that all correspondence will be included in the Board agendas.

To the motion, **CARRIED UNANIMOUSLY.**

It was moved by R. Woodworth, seconded by J. Dewar

2. That trustees be furnished weekly, prior to Board or Committee meetings, with the full narrative draft minutes of all Executive Council meetings, on a confidential basis, for information purposes only.

Noting that this is already practice, R. Woodworth indicated that this will become Board-approved direction and will ensure the Board is kept updated in the future.

Moved in amendment by J. Bishop, seconded by E. Johnstone that the words "narrative" and "draft" be deleted from the motion.

The expectation was expressed that the members of Executive Council should have an opportunity to review the minutes prior to release to the trustees. A. Greenleaf stated that Executive Council has effected a procedure for their review of and input to the minutes prior to distribution. Support was cited for "full" minutes that capture the order and flow of the meeting.

To the amendment, **CARRIED.**

To the following motion, as amended, CARRIED UNANIMOUSLY.

RESOLUTION #98-34: 2. That trustees be furnished weekly, prior to Board or Committee meetings, with the full minutes of all Executive Council meetings, on a confidential basis, for information purposes only.

RESOLUTION #98-35: It was moved by R. Woodworth, seconded by L. Orban

3. That policy be immediately developed regarding regulations and procedures for receiving delegations.

As several members spoke to the need for a process to receive delegations at Committee of the Whole meetings as well as the importance of two-way communication with the community, the Chair indicated that this item will be on the February 5 Committee of the Whole agenda. Members were reminded that the Education Improvement Commission has recommended that trustees develop a policy in this regard.

To the motion, CARRIED UNANIMOUSLY.

10. TRANSITIONAL ISSUES

As an update report was distributed, M. Matier indicated that to provide the members with a written report in the Agenda package would eliminate reporting on 3-4 days of activities. Believing it was important to provide an update that is as current as possible, written reports will continue to be provided at the meetings. M. Matier then reviewed the report.

In response to questions, M. Matier noted that:

- many of the recommendations from the LEIC sub-committees will be clustered into groups so that issues are not dealt with in isolation
- the goal in working through these recommendations is to establish one process and one practice for the new school board
- the membership and scope of the committees to be established under this transition plan is a high priority
- School Council representation is listed because a process for representation has to be determined; the Home and School Councils, however, have an Executive which will be approached for membership
- in-service on the role of committee members, including the decision-making process, will occur once Committee memberships have been established
- the list of Committees to be established was developed in consultation with the superintendents who sat on the LEIC sub-committees
- middle schools, design and technology, music and family studies were not considered an immediate issue given the staffing situation in the City board
- the review of the curriculum will identify the differences in program offerings and provide some recommendations for alignment
- timelines on capital projects and repairs will be provided at a future meeting

Responding to a query, A. Greenleaf indicated that the questions submitted at last evening's meeting with School Council representatives have been referred to the Superintendents of Schools for a draft response which will be shared with all School Council Presidents. The possibility of a creating a School Councils network is being considered.

RESOLUTION #98-36: It was moved by L. Orban, seconded by E. Johnstone that the Transitions Update, dated January 29, 1998, be received for information.

CARRIED UNANIMOUSLY.

11. UPDATE: MINISTRY OF LABOUR ORDER RE ANCASTER HIGH SCHOOL

A. Greenleaf noted that a document has just been co-signed by the Union representatives on the Health and Safety Committee to rectify the problem that occurred at Ancaster High School.

Bruce Thompson, Manager of Plant, reviewed the background as outlined in the correspondence.

In response to a question, B. Thompson indicated that the contractor did not follow the procedure outlined for handling asbestos. While the former County Board did incorporate provisions for penalties for infractions in such contracts, the initial costs of this occurrence that were due to the infraction will be forwarded to the contractor as an expense. It is expected that the contractor will honour that billing.

RESOLUTION #98-37: It was moved by L. Orban, seconded by J. Dewar that the Update: Ministry of Labour Order re Ancaster High School be received for information.

CARRIED UNANIMOUSLY.

12. SUPERINTENDENTS' ADMINISTRATIVE ASSIGNMENTS

Moved by L. Orban, seconded by W. Hicks that the Transitional Administrative Structure, along with assignment, be subject to review on or before December 31, 1999.

In speaking to the motion, L. Orban emphasized the trustees' responsibility to be accountable to the public. Given the approved structure of 13 senior officials, including the Director, and the understanding that downsizing will be achieved through attrition, she offered that the motion provides flexibility and establishes some checks and balances for a review particularly now as the funding model is not known.

The Chair asked that a motion be placed on the floor regarding the Report on the Superintendents' Administrative Assignments following which he would accept L. Orban's motion as an amendment. He asked that the recommendation regarding posting for vacancies not be dealt with at this time as L. Orban had indicated a further motion on this issue.

R. Woodworth challenged the Chair's ruling believing the amendment and motion were two separate issues on the same topic. The recommendation in the report established the administrative structure for the stub year while the amendment was a long-range motion for the administrative numbers in the future.

The Chair stated the reason for his ruling was that he viewed the amendment as a safeguard for a review of the implementation of the motion.

The Secretary called a vote on the Chair's ruling and it was SUSTAINED, 5 IN FAVOUR, 4 OPPOSED.

Moved by L. Peddle, seconded by H. Bullock that the following Supervisory Officer assignments be approved as presented:

Assignments

City East - Wayne Joudrie

City West - Murray Quinn

Mountain West - Stew Thompson

Mountain East - Pat Gillie

County East - Krys Croxall

Secondary East - Betty Bond (Secondary Restructuring Lead)

Secondary West - Ken Waters (Secondary Operations Lead)

Business and Treasurer - Don Grant

Transitional Services - Merv Matier

Director and Secretary - Al Greenleaf

Moved in amendment by L. Orban, seconded by W. Hicks Moved by L. Orban, seconded by W. Hicks that the Transitional Administrative Structure, along with the Superintendents' assignments, be subject to review on or before December 31, 1999.

CARRIED, 8 IN FAVOUR, 2 ABSTENTIONS

To the following motion, as amended, **CARRIED UNANIMOUSLY.**

RESOLUTION #98-38: (a) That the following Supervisory Officer assignments be approved as presented:

Assignments

City East - Wayne Joudrie

City West - Murray Quinn

Mountain West - Stew Thompson

Mountain East - Pat Gillie

County East - Krys Croxall

Secondary East - Betty Bond (Secondary Restructuring Lead)

Secondary West - Ken Waters (Secondary Operations Lead)

Business and Treasurer - Don Grant

Transitional Services - Merv Matier

Director and Secretary - Al Greenleaf

(b) That the Transitional Administrative Structure, along with assignment, be subject to review on or before December 31, 1999.

It was moved by L. Orban, seconded by E. Johnstone that the three postings for Superintendents for the positions of County West, Operations and Instructional Services be deemed specific term contract positions until December 31, 1999 or such other time as the Board may deem appropriate.

In speaking to the motion, L. Orban indicated that by making these superintendencies contract positions the Board can extend the contract as required or reassign the staff member without incurring the costs under Regulation 309.

Members in opposition to the motion questioned the arbitrary nature of these particular superintendencies being contractual because they happen to be vacant at this time. If the intent of the motion is to create some flexibility, then all superintendent appointments should be on term

contracts. Support for being fair to all employees at this level was offered and downsizing through attrition was stated as being preferable. In addition, the pool of interested candidates who would apply under such a condition was questioned.

Believing there were issues and ramifications which required further consideration, it was moved by H. Bullock, seconded by R. Woodworth that the motion be referred to the Committee of the Whole.

LOST, 5 IN FAVOUR, 5 OPPOSED

L. Orban requested a recorded vote on the motion.

To the motion, LOST, 3 IN FAVOUR, 7 OPPOSED.

Those in favour: R. Woodworth, E. Johnstone and L. Orban.

Those opposed: J. Bishop, H. Bullock, J. Dewar, W. Hicks, L. Peddle, J. Rogers and R. Mulholland.

RESOLUTION #98-39: It was moved by J. Dewar, seconded by L. Peddle that the following Supervisory Officer vacancies be posted: County West, Operations and Instructional Services.

CARRIED UNANIMOUSLY.

E. Johnstone left the meeting.

Next Level of Administrative Structure

L. Orban asked when the Director would be presenting the managerial level of administrative restructuring relative and would the process for determining staff placement be employed with the managers.

A. Greenleaf indicated that once the portfolios of the superintendents are established, the managerial assignments will be presented to the trustees, in all probability not later than the March Break.

D. Russon confirmed that the Board-approved Staff Placement Process would apply to these employees.

13. QUESTIONS OF THE COMMITTEE OF THE WHOLE CHAIRMAN

Nil

14. CHAIRS' REPORTS

R. Mulholland informed the members that a Caucus meeting has been scheduled for Wednesday, February 4, 1998 followed by a Workshop, led by M. Matier. He added that B. Wallace is running for Second Vice-President of OPSBA which was the reason he was not at this evening's Board meeting.

15. OPSBA REPORT

Nil.

15.(a) SCHOOL TRIP

RESOLUTION #98-40: It was moved by J. Bishop, seconded by H. Bullock that the following trip request be approved:

(a) Grades 9-OAC, Barton Secondary School, Huntsville from February 5-6, 1998 inclusive.
CARRIED UNANIMOUSLY.

15.(b) STAFF PLACEMENT PROCESS

A. Greenleaf noted that the process for staff placement is to commence on Monday, February 2, 1998. He asked whether every appointment under this process was to be presented to the Board for approval or was the expectation that administration will proceed according to policy and inform the trustees accordingly.

Referencing that the members need to review the organizational framework as it evolves, the members agreed that administration would proceed with the appropriate appointments subject to Board approval.

CORRESPONDENCE**16. BARTON SCHOOL COUNCIL RE REPAIRS TO THE SCHOOL BUILDING**

RESOLUTION #98-41: It was moved by J. Bishop, seconded by L. Peddle that the correspondence from the Barton School Council re repairs to the school building be referred to the Committee of the Whole.

CARRIED UNANIMOUSLY.

17. MINISTER OF EDUCATION AND TRAINING RE 1997-98 SCHOOL YEAR CALENDARS

A. Greenleaf noted that this letter was in response to the former Wentworth County Board of Education's revision to its school year calendar.

RESOLUTION #98-42: It was moved by J. Bishop, seconded by L. Orban that the response from the Minister of Education and Training regarding the 1997-98 School Year Calendars be received and filed.

CARRIED UNANIMOUSLY.

18. BALACLAVA PUBLIC SCHOOL RE RECIPROCAL USE OF FACILITIES

RESOLUTION #98-43: It was moved by W. Hicks, seconded by H. Bullock that the correspondence from the BalACLAVA Public School re reciprocal use of facilities be referred to the Committee of the Whole.

CARRIED UNANIMOUSLY.

A. Greenleaf confirmed that in both the two previous items (#17 and #18), reports from the appropriate supervisory officers will be presented to the Committee of the Whole meeting.

19. SUE CARR RE MUSIC PROGRAM

RESOLUTION #98-44: It was moved by L. Orban, seconded by H. Bullock that a letter be written to Victoria Carr thanking her for her concern for music in our school system.

CARRIED UNANIMOUSLY.

DISTRIBUTION

Nil.

25. PUBLIC QUESTIONS OF CLARIFICATION

Nil.

There being no further business, the Chair adjourned the meeting at 10:00 p.m.

D I S T R I B U T I O N

REGULAR BOARD
1998 02 12

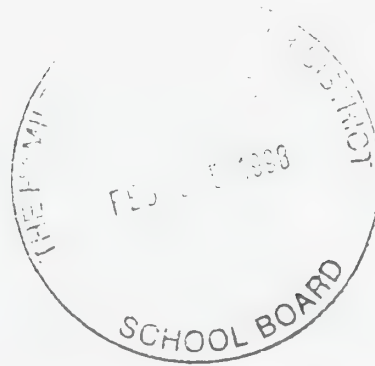
#24

Education Improvement Commission

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Commission d'amélioration de l'éducation

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MEMORANDUM

February 3, 1998

TO: Chairs and Directors of District School Boards

FROM: Ann Vanstone and Dave Cooke

RE: LEADERSHIP TEAMS

We are writing this letter today to share with you some advice regarding leadership teams for the new district school boards.

As we all are aware, much is changing in education today. As the new boards are launched, the ways in which we work must be reexamined. The role of trustees is changing, and so is the role of supervisory officers.

While we do not know the details of the new funding model, we do know that one of its goals, and ours, is to focus spending on the needs of students and their educational programs. Clearly there will be fewer dollars available for administration. We also do not know how much money will be available, if any, to assist boards with any required reduction of administrative staff.

In light of all of this, we are asking boards not to fill any vacant superintendent positions in the immediate future. These arrangements would provide the maximum flexibility possible so that leadership teams can be determined when more is known about the role of supervisory officers, the needs of boards and students, the resources and the numbers of surplus and available personnel.

Thank you for your assistance in this matter.

Yours truly,

Ann Vanstone
Co-Chair

Dave Cooke
Co-Chair

cc: Hon Dave Johnson, Minister
Veronica Lacey, Deputy Minister

Dave Cooke
Co-chair/Coprésident

Ann Vanstone
Co-chair/Coprésidente

Peter Cameron
Commissioner/Commissaire

Rémi Lessard
Commissioner/Commissaire

Mearl Obee
Commissioner/Commissaire

Betty Moseley Williams
Commissioner/Commissaire

Arlene Wright
Commissioner/Commissaire

ANN VANSTONE, CO-CHAIR

DAVE COOKE, CO-CHAIR

EDUCATION IMPROVEMENT COMMISSION

The Role of the Trustee and School Boards

Remarks to
Ontario Public School Boards Association
Trustee Development Conference

Thursday January 29, 1998
1:00 to 3:00 p.m.

Civic Ballroom, 2nd floor,
Sheraton Centre
Toronto

CHECK AGAINST DELIVERY

PART ONE: ANN VANSTONE

Good morning. Dave and I are happy to be here today.

We have been looking forward to this orientation conference for trustees. We're eager to follow up our report on the role of school boards and trustees, released before Christmas.

I will be speaking about the roles of boards and of trustees and commenting on the Local Education Improvement Committees.

Dave will be addressing implementation of our report and speaking about some of our priorities for 1998. Afterwards, we'd be glad to answer questions.

The inaugural meeting of the Education Improvement Commission took place at the end of last June. Not that long ago, really.

Our first effort was to write Principles to guide our work. We issued two sets of Guidelines - for the establishment of the Local Education Improvement Committees, and for Financial Controls. At the same time, we started consultation with officials from many of your boards about the transfer of assets, liabilities and staff. We also issued *The Road Ahead*, our report on learning time, class size and staffing.

Each of these was a significant, and necessary, project.

In the Fall, our attention turned to the role of trustees and boards. *Finally*, some would say.

As the election campaign unfolded, voters and even candidates - including, perhaps, people in this room - expressed uncertainty about what the trustee in the new system is supposed to be doing.

With our fellow Commissioners, we consulted in several locations, undertook research, and then spelled out our vision of the job in *The Road Ahead II: a Report on the Role of School Boards and Trustees*.

You have all received the report. We don't want to spend too much time this morning repeating its *content*.

I hope you felt reassured, when you read it. The Commission knows that school boards have an important job to do. Your leadership is needed more than ever.

I want to stress three aspects of our report today.

First, let's be practical. And honest. You can't do the job the way you used to. There are fewer of you than there were in the past. You have a bigger area to cover. And you're probably making less money. It's not realistic to be involved at the same level of detail you used to be.

We know of trustees who sat on collective bargaining teams and participated in many standing committees. Hands-on management like that just isn't practical anymore.

Second, you should concentrate on setting policy and monitoring its implementation. Keep your eyes on the big picture. As trustees, you should articulate a vision for the schools in your area and then set policies and budgets accordingly.

It's the responsibility of your director of education and his or her administrators to *implement* those policies.

And third, the Commission believes you are accountable for your students' scholastic results.

Let us say children in a group of your elementary schools have done badly on the Grade 3 language and mathematics test. We believe that the people closest to the problem should develop an action plan to try to fix it, and that it's *your responsibility to oversee its progress and success*.

In other words, directors of education should hold each principal and his or her staff answerable for the results of the students in their school. In turn, you trustees should hold your directors and senior officials accountable.

In this drive to increase accountability, you have access to the Education Quality and Accountability Office, the E-Q-A-O, an independent agency unique in North America. It measures how well students are performing in a number of important ways. It takes the temperature of the school system by monitoring test results and other indications of educational well-being.

Both Dave and I are former trustees ourselves. We see this shift in focus as change for the better!

Some parts of our report consist of recommendations to the Minister of Education and Training. We don't know yet whether he will act on our recommendations.

Other parts are suggestions to you, individually or collectively.

In a moment, Dave will speak about follow-up to the report, but first I'd like to convey our thoughts on the Local Education Improvement Committees, since many of the people in this room were active on the Committees. The EIC has yet to write a formal evaluation of the Local Education Improvement Committees, but we can say this:

In a number of locations, which shall remain nameless - *for now* - the Committees had real trouble making progress. Turf wars, trust issues, an inability to see the forest for the sub-sections, uncertainty about French language governance, hostility to the idea of board reductions and fewer trustees, rear-guard actions to try to revive the old, beloved boundaries.... We saw it all.

We were quite worried that some Committees were not terribly effective. So we hired, trained, and dispatched facilitators to help out. This has proved useful, and we are now expanding our group of facilitators and organizational consultants in the field. Their job is to *help you* make change happen.

I'd like to give credit where credit is due. Some people have been outstanding in their forward-thinking, planning, co-operative ventures, and harmonious relationships with colleagues.

We are quite pleased that 67 of the 72 Committees submitted transition plans. Three have indicated their plans will be late arriving, and only two haven't responded. That's not bad. Our sense is that your new boards are respecting the transition plans. How faithfully they're being implemented depends, of course, on the research, the data and the politics they contain. We're not naive.

Overall, the existence of the Local Committees was invaluable in preparing for the new DSBs. Our judgement is that the actual switch to the DSBs on January 1st was quite smooth. To have started the new boards up cold, would have been unthinkable.

I'd like to turn things over to Dave, who will address next steps.

PART TWO: DAVE COOKE

Thank you.

I think our report on the role of school boards and trustees was quite well-received. The media, the public, and trustees took heart from our support for strong, accountable boards.

In fact, Liz Sandals was quoted in the *Toronto Star* as saying that the EIC had, quote, “confirmed that local school trustees have a pivotal role in providing education in the province of Ontario.” Unquote.

Yes, they do.

We realize that writing the report was the easy part.

Putting it into practice will be harder. It will mean coming to grips with comfortable habits, avoiding easy ways out, and making difficult choices between conflicting principles. I can speak from personal experience that this is an adjustment.

Where to start?

Th EIC recommends that trustees spend some time, early on, developing the vision for their board. I don't want to belabour the use of the word “vision,” or give the impression that you need to undergo a 1980s-style management make-over.

But I do want to emphasize that, starting now, you should devise ways you and your fellow trustees can be *accountable for your students' performance*. Focus on academic achievement by asking yourselves how well the schools in your area are doing.

What criteria are relevant in your community? Do you already know of schools or neighbourhoods that have a high drop-out rate or unacceptable absenteeism? Can you go back to a test such as the Third International Math and Science Study, and identify areas that need special attention?

On the administrative side, this is an extremely busy time.

Many boards are starting to meld their by-laws. This is a tricky business, highly political. We encourage you to consider the by-laws in the light of the vision. In other words, it might not be wise, in the long run, to make deals whereby you approve *these* by-laws from *this* former board, in exchange for *those* by-laws from *that* former component board.

We realize that the DSBs have to use some existing practices and policies *in the interim*, but don't let it become a permanent fixture of your board's operations.

In fact, we suggest that all DSBs need entirely *new* by-laws. This is the opportunity for all boards - *including non-amalgamating boards* - to set down new ways of conducting business. This is the time to entrench accountability, to spell out who is responsible for what, to eliminate dual accountability and inefficient procedures, and to identify innovations that help everyone at your board keep focused.

Some boards are showing leadership in this area already. I'd like to acknowledge and congratulate them.

Your *policies* should flow from the vision too. Again, in the short-term, you might need interim policies that reflect the variations in your collective agreements. But, you will want to set a target date for harmonizing policies, with sign-posts to meet along the way.

I'd like to turn now to the progress of the DSBs. They have been operating for only four weeks. It's much too early for an assessment of the transition. Let me, however, offer you some general observations.

The furor around Bill 160 last Fall brought extreme uncertainty to the already tardy, cumbersome legislative and regulatory processes. Prosaic aspects of the amalgamation of English boards and creation of French language governance were held up, as the intent of the Bill was publicly debated. Rarely, after twenty-two years of politics, can I recall a more controversial piece of legislation.

From a purely pragmatic perspective, the controversy over Bill 160 jeopardized a smooth transition because it was virtually impossible for the EIC to give you timely guidance on pressing issues.

Let me cite just a few:

- inaugural meetings;
- banking arrangements;
- continuation of collective agreements;
- electronic meetings;
- names of boards;
- provision of services during the so-called "stub year," the period between January 1 and August 31, 1998;
- and perhaps most important, the process for resolving disputes concerning transfers.

We regret this and are grateful to those of you who have been gamely moving forward despite uncertainty at Queen's Park.

However, there's still resistance to change. "We need satellite offices in every community," we're told. Or, "we can't decide until we get the funding model." Whatever the rationale, some trustees and officials are chafing at the need to change the way they work.

Incidentally, the EIC is keeping an eye on those boards that are choosing the so-called "federation model" for their new organization. Our concern is that such a structure simply reflects the status quo. As trustees, you must change your outlook and speak for *all* the kids in your area, not only those from your old home board.

Let's remind ourselves why we're all undertaking this overhaul of education governance in the first place. *It's to move resources from administration into the classroom.* If DSBs behave they way the old boards did, they won't accomplish that. Non-amalgamating boards, please take note.

Over the next several weeks, we will be looking for signs of administrative change in boards. The EIC is required to table an annual report with the Legislature, and we intend to frame this as a progress report on the transition to new district school boards.

When I look back over the seven months since the Education Improvement Commission took office, I'm struck by how much progress has been made. Ann and I have been on the job barely one year. I believe we have *all* accomplished a significant amount in that short time.

Before I wrap up, I'd like to inform you about two of the Commission's priorities for this year.

Under Ontario regulation 460/97, the EIC has the authority to deal with joint requests from DSBs for the transfer of assets, liabilities and employees. We are also responsible for assisting in the *resolution* of disputes, and if necessary, *deciding disputes* when DSBs and employees can't agree. In other words, the EIC will be hearing appeals on the transfers during 1998.

As you are aware, we issued our Directives on dispute resolution last Friday. Staff of the EIC will hold briefings around the province to explain the appeal process to boards and employee groups.

This is a quasi-judicial process. It means that *all seven Commissioners* are not permitted to discuss *any* specific transfers of staff, or of assets, or of liabilities, with *anyone*. A Commissioner who does so, disqualifies him- or her-self from sitting on that appeal. We would ask you to respect this legal requirement.

Hearings will take a considerable amount of our time and energy over the coming months.

We will also be turning our attention to the role of school councils. We will do research and consult widely on the subject. We will certainly involve your organization in this project.

In conclusion, let me say again how crucial school boards are ... what an historic opportunity you have to make a difference ... and how much students need your leadership.

Thank you very much. We'd be glad to answer questions in the remaining time.

- 30 -

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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MEMORANDUM

To: All Personnel
From: The Director of Education
Re: Senior Administrative Assignments

Although I'm certain most staff are aware by now of the designated appointments of the superintendents, the additional assignments which make up the balance of their respective portfolios have not as yet been outlined. The superintendents have met on several occasions to review the specific system initiatives which will require their involvement during the next year, along with their regular duties. They have agreed to split up the remaining system-level, lead-role responsibilities as follows, once their new assignments commence on April 1, 1998:

Krys Croxall: Ontario Curriculum, FSL/FI, Elementary Staffing(shared), Elementary Panel Collective Bargaining

Stew Thompson: Staff Development, Leadership Training, Performance Appraisal

Ken Waters: Secondary Staffing, Secondary Panel Collective Bargaining, Athletics, Co-op Ed.

Elizabeth Bond: ESL, Antiracism, Adult&Continuing Ed, Corporation, IEC, Secondary Reform

Murray Quinn: Elementary Staffing (shared), Elementary Collective Bargaining, Safe Schools, Mentoring

Wayne Joudrie: Infotech, Computers in the Classroom, Media Services, Kits, Library

Pat Gillie: Environment, Outdoor Education, School Year Calendar

County West Superintendent: JK/ECE, Child Care, Superintendents' Budget Coordination, Superintendents' Meeting Chair

Superintendent of Instructional Services: Assessment, Reporting, Research, Student Services, Public Health Liaison, Section 27 Classes

It is important to note that the "lead-role" designation is intended to ensure that a particular superintendent will be responsible for initiating, monitoring and tracking developments in the areas specified. However, it should also be understood that each of the superintendents will be assisting and supporting the lead superintendent in carrying out these functions, as required; e.g. the lead-role for French Immersion has been assigned to Krys Croxall, but there are several schools outside her jurisdiction in which the French Immersion program is offered, thereby necessitating the involvement of the superintendents responsible for those schools, as well.

Reference to the role descriptions of each of the supervisory officer positions will complete the assignment profile for each superintendent. The ancillary assignments have been sorted out to reflect an appropriate workload balance as the transition to the new structure occurs. Making the shift on April 1st, a date notable for other reasons, has been deemed advisable as a result of system desire to get started now, rather than wait until the next school year to make the changes projected. Obviously, a period of adjustment, with some overlap, may be necessary to ensure that matters already in process are not hampered in any way by the re-assignment of the individuals involved.

The senior administration is confident that the programs, services, and operations of the Board will be delivered efficiently and effectively through the distribution of central system responsibilities amongst all the superintendents. As always, staff are expected to work through their designated Superintendent should any unanticipated difficulties arise in the implementation of the revised supervisory structure.

Feb. 9/98

/mlr

SUPERINTENDENTS OF EDUCATION

In addition to specific functional responsibilities on a system-wide basis, the Superintendents of Education are appointed by the Board to supervise the daily operations of assigned schools. The Superintendents of Education shall report to the Board through the Director of Education in accordance with provincial legislation and the policies of the Board. The Superintendents of Education shall perform such duties as may be assigned by the Board or the Director and, in particular, shall be accountable for:

1. performing the functions of a supervisory officer as prescribed by the Acts and Regulations of the Province of Ontario and directed by the Board;
2. promoting and assessing the implementation of the Board's Strategic Plan within his/her assigned schools;
3. providing assistance to school councils as required;
4. receiving, acknowledging, and responding to parental and community concerns;
5. providing recommendations about such staffing matters as transfer, exchange, promotion, demotion, hiring, dismissal, and assignment for all on-site, school-based personnel;
6. monitor the carriage of the grievance process;
7. school budget control, as required;
8. monitoring school timetables and length of school day;
9. convening regular principals' meetings;
10. regular appraisal of teacher and principal performance for all staff in schools under their jurisdiction;
11. supervision of teacher evaluation reports;
12. assisting in the development of enrolment projections, school boundary re-alignment, potential school closures, school sites, capital improvement and accommodation requirements;
13. supervising the implementation of Ministry and system initiatives in schools under their jurisdiction;
14. provide input to the development of the annual budget with respect to areas of responsibility, and ensure that actual expenditures are within budget allocations;
15. attendance at such meetings and preparation of such reports as may be required by the Director of Education;
16. attendance at all regular meetings of the Board;
17. recommendations to the Director of Education concerning proposed policy changes and innovations.

DIRECTOR OF EDUCATION

The Director of Education shall be the chief executive officer and the Secretary of the Board. In this capacity, the Director shall be responsible for initiation, development and administration of Board policies. It shall be the responsibility of the Director to keep the Board informed of educational developments affecting the schools under the Board's jurisdiction; to provide advice, suggestions, and recommendations to promote a total program which will serve efficiently the educational needs of the schools; and to report periodically to the Board on the effectiveness of such policies and programs. In carrying out the duties of office, the Director shall visit the schools and attend significant school functions and develop such contacts as will foster and enhance the relationship between the Board and the communities within the jurisdiction of the Board. The Director will carry out such duties, subject to the control and approval of the Board, in accordance with the Education Act and Regulations enacted thereunder. Specifically, the Director shall:

1. attend all meetings of the Board and attend, or delegate attendance at, Board Committee meetings;
2. report to the Board regularly on system operation matters, including the performance of principals and teachers;
3. report to the Board at least annually, or more often, if required, on the performance of supervisory officers;
4. ensure effective co-ordination of the activities of all departments;
5. prescribe duties and responsibilities of the Board's employees;
6. recommend appointment, promotion, demotion, transfer and dismissal of staff to the Board;
7. analyze and respond to system personnel development needs;
8. prepare, or cause to be prepared, a complete review for the Board of the appropriate collective agreement well in advance of the commencement of negotiations with any employee group;
9. direct the preparation of the budget of the Board;
10. co-ordinate the administrative supervision services provided for all schools within the jurisdiction of the Board;
11. establish liaison with education-related agencies and organizations as required;
12. chair Executive Council meetings;
13. present the recommendations of the administration to the Board;
14. perform the functions of the Secretary of the Board in accordance with the Acts and the Regulations of the Ministry of Education and as directed by the Board;
15. perform such other duties as may be assigned legitimately by the Board.

SUPERINTENDENT OF TRANSITIONAL SERVICES

The Superintendent of Transitional Services shall report to the Board through the Director of Education in accordance with provincial legislation and the policies of the Board. The Superintendent of Transitional Services shall perform such duties as may be assigned by the Board or the Director and, in particular, shall:

1. performing the functions of a supervisory officer as prescribed by the Acts and Regulations of the Province of Ontario and directed by the Board;
2. co-ordinate the development of a Strategic Plan;
3. facilitate a high level of participation from all persons in the organization;
4. co-ordinate the creation and supervision of the Transition Support Department;
5. develop a continuous feedback and information system:
 - periodic team meetings
 - organization relations meetings
 - inter-department meetings
 - performance reviews
6. develop a comprehensive communications program to inform all staff of change processes contemplated and update staff on progress;
7. co-ordinate ongoing leadership, development, and training programs to assist staff in their roles and activities;
8. provide effective monitoring of progress during the transition process;
9. establish the office of transitional services as a centre of information;
10. co-ordinate the implementation of the L.E.I.C. recommendations;
11. recommendations to the Director of Education concerning such staffing matters as transfer, exchange, promotion, demotion, hiring, and dismissal of Transitional Services staff;
12. provide input to the development of the annual budget with respect to areas of responsibility, and ensure that actual expenditures are within budget allocations;
13. attend at such meetings and preparation of such reports as may be required by the Director of Education;
14. attend at all regular meetings of the Board;
15. make recommendations to the Director of Education concerning proposed policy changes and innovations.

SUPERINTENDENT OF INSTRUCTIONAL SERVICES

The Superintendent of Instructional Services is appointed by the Board to supervise the functions of the Instructional Services Department. The Superintendent of Instructional Services shall be responsible to the Board through the Director of Education in accordance with provincial legislation and the policies of the Board. The Superintendent of Instructional Services shall perform such duties as may be assigned by the Board or the Director and, in particular, shall be responsible for:

1. performing the functions of a supervisory officer as prescribed by the Acts and Regulations of the Province of Ontario and directed by the Board;
2. promoting and assessing the implementation of the Board's Strategic Plan initiatives;
3. review, development, and evaluation of Ministry and system curriculum initiatives;
4. development of system-wide standards of evaluation and consistent pupil assessment practices;
5. interpretation of Ministry policies and guidelines in curriculum;
6. supervision and co-ordination of support staff employed in the Instructional Services Department;
7. recommendations to the Director about such staffing matters as transfer, exchange, promotion, demotion, hiring, and dismissal of Instructional Services support staff;
8. provision of in-service workshops pertaining to practical applications of new curriculum thrusts;
9. monitoring of home schooling situations with respect to program appropriateness and student achievement;
10. recommendations to the Director of Education concerning proposed policy changes and innovations;
11. assistance to Board committees as required;
12. provide input to the development of the annual budget with respect to areas of responsibility, and ensure that actual expenditures are within budget allocations;
13. attendance at such meetings and preparation of such reports as may be required by the Director of Education;
14. attendance at all regular meetings of the Board.

Board approved
Jan. 29/98

SUPERINTENDENT OF OPERATIONS

The Superintendent of Operations is appointed by the Board to supervise the functions of Planning, Transportation, Occupational Health & Safety, Custodial, Maintenance and Property Management. The Superintendent of Operations is responsible to the Board through the Director of Education in accordance with provincial legislation and the policies of the Board. The Superintendent of Operations shall perform such duties as may be assigned by the Board or the Director and, in particular, shall be responsible for:

1. performing the functions of a supervisory officer as prescribed by the Acts and Regulations of the Province of Ontario and directed by the Board;
2. promoting and assessing the implementation of the Board's Strategic Plan within his/her assigned schools;
3. supervision of the use and maintenance of the buildings and property of the Board;
4. development and implementation of an Integrated Operations Service Model consistent with the Board's Strategic Plan;
5. recommendations to the Director with respect to enrolment projections, school boundary realignment, potential school closures, and the identification of school sites, capital improvement, and accommodation requirements;
6. supervision and co-ordination of support staff employed in the Operations Department;
7. recommendations to the Director about such staffing matters as transfer, exchange, promotion, demotion, hiring, dismissal, and assignment of Operations Services staff;
8. assistance to Board Committees as required;
9. liaison with external service providers;
10. administrative liaison with Joint Occupational Health & Safety Committee;
11. administrative liaison with School Transportation Safety Committee;
12. response to parents about transportation;
13. administration, review, and monitoring of appropriate Operations Services staff collective agreements;
14. provide input to the development of the annual budget with respect to areas of responsibility, and ensure that actual expenditures are within budget allocations;
15. attendance at such meetings and preparation of such reports as may be required by the Director of Education;
16. attendance at all regular meetings of the Board.

SUPERINTENDENT OF BUSINESS AND TREASURER

The Superintendent of Business and Treasurer is appointed by the Board to be the Senior Business Official and the Treasurer of the Board. In this capacity, the Superintendent of Business shall supervise the business departments of the system: budget development, finance, purchasing, human resources and computer services. The Superintendent of Business is responsible to the Board through the Director of Education in accordance with provincial legislation and the policies of the Board. The Superintendent of Business shall perform such duties as may be assigned by the Board or the Director and, in particular, shall be responsible for:

1. performing the functions of Treasurer as prescribed by the Acts and Regulations of the Province of Ontario and as directed by the Board;
2. advising the Director of Education on legislative matters affecting the business affairs of the Board;
3. promoting and assessing the implementation of the Board's Strategic Plan in the Business Departments;
4. submitting all Ministry reports related to funding, enrolment, staffing, records, financial statements, statistics and other reports which may be required by the Ministry of Education and Training and other government agencies;
5. review the annual budget and financial statements, as prepared by staff;
6. establishing and maintaining appropriate financial control procedures to ensure accurate tracking of expenditures for all facets of the Board's operation;
7. monitoring the approval process for requisitions and/or purchase orders from all schools, subject to advice from the appropriate superintendent as required;
8. advising on the financial implications of all contractual agreements, salary negotiations, major program changes and new initiatives;
9. co-ordinating administration of salary and benefits;
10. acting as the official custodian of all legal documents relating to property and contracts;
11. negotiating the acquisition and disposal of all Board property subject to the final approval of the Board and, where necessary, the Ministry of Education and Training;
12. supervision and co-ordination of support staff employed in the Business Departments; and recommendations about such staffing matters as the hiring, dismissal, demotion, transfer, suspension and promotion of Business Departments staff;
13. administrative liaison for non-union compensation purposes;
14. approval and control of monthly expense claims from trustees, supervisory officers, principals, and staff;
15. establishing and maintaining appropriate human resources services to ensure compliance with provincial legislation and policies of the Board;
16. attendance at all regular meetings of the Board;
17. attendance at such meetings and preparation of such reports as may be required by the Director of Education.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

DIRECTOR'S MEETING WITH SCHOOL COUNCIL CHAIRS

Wednesday, January 28, 1997

7:00 p.m.

Questions School Council's would like answered about the new School System or School Council Mandate:

QUESTION	SCHOOL COUNCIL	SUPERINTENDENTS RESPONSES
Is it safe to assume that approved - unfinished projects will be adopted by the new board and finished? Do we have to "get after" a new planning committee? i.e. The Wentworth Board Planning Committee said they would come in and repair a fence. However, the fence was not fixed because time ran out for repairs during the summer. (Policy to fix during summer only?). Now the school council wants to begin upgrading (at our costs) however, we cannot begin our projects until the fence is repaired first.	Cindy Murphy - Parkwood	* Plan and Maintenance projects selected for completion in 1997 went through a careful decision-making process (priority/finance) - the school's playground improvement project is being held up because the fence was not completed. * This fence continues to be a priority - Bruce Thomson has indicated that the costs are being investigated now and that it is hoped the work can be assigned for completion in the spring (once the weather improves). * There is no policy to fix in the summer only but weather conditions limit what can be accomplished at other times of the year. - K. Croxall
Utilization of school property after hours by the parents. i.e. We would like to provide basic training on computers for parents to build on their use at home. (Maybe they will purchase one for their family if they aren't afraid of them.) Not a certified course! Problem: School Councils need a permit plus a staff member present for the school to remain open.	Cindy Murphy - Parkwood	* The issue in this case is access to the school's computer lab for workshops/in-services for the parents of students in the school. * The old County Board addressed this issue in Policy 2.01 Community Use of School Properties/Facilities and in particular Regulations - General #12 (attached) - K. Croxall
Will the new Board be centrally run or as in Wentworth - funds are given to the individual school principals to allocate where they determine in the their school budgets?	Henrietta Veldman - Collegiate Ave.	* It is anticipated that schools will have a good deal of control over their budgets as in previous years (in line with individual Board practices). * When decisions are made regarding consistent processes/procedures for

		the new District School Board, issues such as surplus/deficit procedures and interchangeability of accounts will be addressed. * There will continue to be centrally controlled allocations for certain system functions * As the whole funding mechanism changes, there may be many changes related to school budget/allocations/areas of decision-making as well - K. Croxall
What will be happening with the transportation issue concerning students, (particularly) high school students that are currently being bussed? We had to fight for transportation, for our Orchard Park high school students in Stoney Creek. Concerns have been expressed that bussing will no longer be available.	Henrietta Veldman - Collegiate Ave.	* A new Transportation Policy for the Hamilton-Wentworth District School Board will have to be developed. * The <u>Education Act</u> excuses attendance (Section 21 (2) (c) where transportation is not provided and the County board being largely suburban and rural with little access to public transportation provided bussing to ensure school attendance (4.8 kilometres at secondary school level) - in general City students have not been bussed * The possibility of boundary changes could alleviate the need for bus service for some Stoney Creek students living close to the old Hamilton/Wentworth boundary - however, it is not anticipated at this time that there will be wholesale boundary changes for the 1998-99 school year - K. Croxall
The process suggested to form a structure to identify School Council rep on Joint Advisory Committee can also be used for a policy related to principal selection.	Ruth Schofield - Waterdown District High School	no response - K. Waters
The formation of Steering Committee of School Councils is another suggestion. This is probably the first step to address common issues.	Ruth Schofield - Waterdown District High School	no response - K. Waters

No one has been clear on the liabilities incurred by decisions made by School Councils. Who goes to bat for people who are being asked to set up a School Council system without clear guidelines on legalities and powers of School Councils and responsibilities etc.	Bob Phillips - Sir Winston Churchill	Both Principals and School Council Presidents have received inservice on their mandate and role. In essence, the role is one of an "advisory" body to the Board of Trustees. School Councils will also advise Principals on matters of curriculum and student discipline. Adhering to this role would not place a Council in any position of liability because the "advice" is given within the context of Ministry guidelines, the Education Act and Regulations and the Board policies. Only when Councils step outside of their mandate would any risk of liability occur. In the recent past some Councils have wanted to become involved in school maintenance issues. The Board has personnel in the areas of plant and property management who can be consulted and who can provide concrete direction in response to proposed projects. Likewise, avoiding involvement in areas which are not part of the decision-making mandate of School Councils is important. It is inappropriate, for example, to become involved in teacher hiring/dismissal/discipline, performance appraisal issues. There is Labour legislation, Collective Agreements etc. which drive these processes and which have legal responsibilities and liabilities for those who become involved in such processes. - M. Quinn
When will decisions be made re: french immersion, JK and other programs which are different between the two boards?	Brenda Symons-Moulton - Ryerson	In the short term (i.e. until the end of June/98) these programs will exist on a status quo basis. That is, the programs will not be provided in the County because they currently do not exist. However, the City has enjoyed both programs in the past and this will continue at least until the end of this school year. The continuance of these programs will depend on many factors, chief of which is the Funding Model the Ministry of Education and Training will use to fund our system. At present, we anticipate knowing the details of this model by the end of March. At that time, the Trustees will then have a context within which to consider the

		status of these two programs. It may be helpful to understand that both programs are optional to Boards. They have existed in the City board for many years and both enjoy healthy subscription. Neither program has existed in the County board. Hamilton has had parents from the County access programs by paying fees where space existed. The City has conducted cost-effectiveness studies of French Immersion in the past and have found, given the grant model of the day, that it was a program which ran at no additional cost to the Board. In past years, alternative ways to deliver the Junior Kindergarten program have been examined, each with a different cost involved. Recent legislative changes in Bill 160 would seem to present an option of differentiated staffing which may permit the use of Early Childhood Educators in place of our present teachers as one means of continuing the program at a reduced cost. In terms of the issue of all or none (i.e. What one Board has the other must have, this is an equity issue which will be part of Trustee deliberations. The Trustees will have a challenging task in reaching their decisions in both programs. - M. Quinn
How can we have input as parents?	Brenda Symons- Moulton - Ryerson	Parents have accessed the Board through a variety of means in the past. Individuals or groups have discussed their views with their ward Trustee. Groups or School Councils have created written position papers. As well, various groups have asked to be placed on Board agendas to make a formal presentation. These are all options which still exist. - M. Quinn
What role do you envision school councils having?	Brenda Symons- Moulton - Ryerson	as above - M. Quinn

What does the board anticipate will happen with principals and vice-principals having to decide what to do re: being part of bargaining unit and the possible impact on our schools?	Brenda Symons- Moulton - Ryerson	As you're aware, principals and vice-principals must decide by April 1 whether or not to remain a part of their Federations. Those who choose to leave the Federation and retain their administrative positions will, in all likelihood, form a provincial organization such as now exists with Supervisory Officers in the province. Administrators who choose to remain a part of their Federations must relinquish their positions and return to the classroom. There are significant implications for doing this. Issues of job satisfaction, pensions etc. must all be considered. In terms of the numbers of principals expected to return to their classrooms, it remains to be seen but my guess would be that very few will elect to remain a part of the Federation. At the school level, it may make administration somewhat easier for Principals. They will no longer be torn between their management duties to the Board and their affiliation to the Federation at the same time. Since they are no longer part of a Collective Agreement, they will have to make a concerted effort to know and understand the requirements in order to administer their schools effectively. - M. Quinn
What is the future of the following programs: Junior Kindergarten and French Immersion?	Christina Cole - A.M. Cunningham	In the short term (i.e. until the end of June/98) these programs will exist on a status quo basis. That is, the programs will not be provided in the County because they currently do not exist. However, the City has enjoyed both programs in the past and this will continue at least until the end of this school year. The continuance of these programs will depend on many factors, chief of which is the Funding Model the Ministry of Education and Training will use to fund our system. At present, we anticipate knowing the details of this model by the end of March. At that time, the Trustees will then have a context within which to consider the

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Is it all or nothing for the whole of Hamilton-Wentworth system? (i.e. If Hamilton has it, Wentworth must also.)	Christina Cole - A.M. Cunningham	see above - M. Quinn
What can we as School Councils do to advocate the continuation of these programs?	Christina Cole - A.M. Cunningham	Work with your area trustee(s) to advocate, but funding realities do have to be acknowledged as limitations. - A. Greenleaf

Why does the Board not have the funding formula yet? I understand other Board's have received faxes of their formulas. Why have we not?	Christina Cole - A.M. Cunningham	To our knowledge no Boards in the province have received the new Funding Model. The target date by the Ministry appears to be the end of March. In the past, the Ministry has not always been able to realize some of its target dates but it is our hope that this will not be the case this year. The details of this model will provide a critical context within which the Trustees will be able to deal with recommendations of the LEIC and other issues of Amalgamation. I would expect that the Ministry is wrestling with the complexities of the new formula in order to respond to the many changes in education introduced through Bill 160 and perhaps Bill 136. - M. Quinn
What is your response (and planned reaction) to the news that the Ministry intends to purchase curriculum from the U.S. for Ontario schools?	Christina Cole - A.M. Cunningham	This concept is not a new one. Indeed Boards have purchased materials from other jurisdictions for many years. In many respects it is a cost saving measure because it reduces the necessity of having to employ curriculum developers. Before making such investments, however, care has to be given to match the required outcomes in the Ontario Curriculum with the marketed materials. If there is a close alignment, then such purchases could prove an effective cost-saving measure. - M. Quinn
I'm puzzled by why the French Immersion program seems to be at risk, given that there is a large Federal grant for this program. Could you explain this to me?	Christina Cole - A.M. Cunningham	In the short term (i.e. until the end of June/98) these programs will exist on a status quo basis. That is, the programs will not be provided in the County because they currently do not exist. However, the City has enjoyed both programs in the past and this will continue at least until the end of this school year. The continuance of these programs will depend on many factors, chief of which is the Funding Model the Ministry of Education and Training will use to fund our system. At present, we anticipate knowing the details of this model by the end of March. At that time, the Trustees will then have a context within which to consider the

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We would like to know as much as possible about the JK system that is in place for September 1998. As it is a very important program in our school.	Roberta Millette - Stinson St	The new board will make a decision regarding the future of JK. To begin the amalgamation process the Local Education Improvement Committee (LEIC) made recommendations. Committees will be formed to study these recommendations and to make a report to the new Board. Included in the study will be information regarding the Ministry's funding structure, accommodation, transportation costs, etc. The most critical factor will be the amount of money the Ministry will provide. Until this is known and the study is complete, a decision is not

		likely. The committee will seek input from client groups and progress reports will be communicated to parents/school councils/schools. - S. Thompson
We are also interested in the Recommendations from the Local Education Committees.	Roberta Millette - Stinson St	The recommendations made by the Local Educational Improvement Committee (LEIC) have been presented to the new Board and are a matter of public record. Many of the recommendations are "operational" in nature and address corporate or central office functions. The recommendations of the "Education Sub-Committee" address programs and program delivery in schools and would likely be of much greater interest to school councils. These can be made available upon request. - S. Thompson
We were wondering if there are set rules for fundraising and is there a copy available?	Roberta Millette- Stinson St.	The new board will be examining the policies of the two former boards and will establish a new policy. In the mean time, the former policy of the Board remains in effect. The principal should have a copy of the policy and will share it with you upon request. - S. Thompson
I am interested in the Recommendations that the LEIC Sub Committees complied and also how they are progressing.	Bertha Duric - Robert Land	The recommendations made by the Local Educational Improvement Committee (LEIC) have been presented to the new Board and are a matter of public record. Many of the recommendations are "operational" in nature and address corporate or central office functions. The recommendations of the "Education Sub-Committee" address programs and program delivery in schools and would likely be of much greater interest to school councils. These can be made available upon request. (b) A process for handling the recommendations will be presented to the new Board in the near future. Once the plan is approved, it will be shared. The plan includes how the board will receive public input and how progress will be communicated to the various

		client groups. - S. Thompson
JK is also an issue for our school as well as our Social Worker. What policies are being discussed regarding these issues.	Bertha Duric - Robert Land	The new Board will make a decision regarding the future of JK. To begin the amalgamation process the Local Education Improvement Committee (LEIC) made recommendations. Committees will be formed to study these recommendations and to make a report to the new Board. Included in the study will be information regarding the Ministry's funding structure, accommodation, transportation costs, etc. The most critical factor will be the amount of money the Ministry will provide. Until this is known and the study is complete, a decision is not likely. The committee will seek input from client groups and progress reports will be communicated to parents/schools councils/schools. - S. Thompson
Could the School Council Chairs be listed in the school directory with the schools for the 98/99 year?	Lori Rez - Tweedsmuir	A directory of Hamilton School Council Chairs with their names and telephone numbers (or the school's number if the chair preferred) was developed last year. Providing names and/or telephone numbers in an up-to-date directory for schools in the new Hamilton-Wentworth District School Board is possible. Individuals have the right, however, to choose not to have their name/number published. - S. Thompson
Is it possible for the Home & School council be the School Council?	Lori Rez - Tweedsmuir	The Policy Memorandum 122 outlined specific conditions for the establishment of school councils. Some of these included: • membership conditions • minimum requirements for operating the council • roles and responsibilities of members • advisory functions The Ministry is expected to formalize the policy with legislation in the near future. The legislation will require all school councils across Ontario to follow specific rules for their establishment

		and operation. A Home and School with its by-laws and constitution differs from those established for school councils and could not, therefore, function as the school council. There is nothing, however, which prevents a Home and School from co-existing in the school. Members of the Home & School could also be members of the School Council as long as they meet the membership requirements. (To be a "parent member" of the council you must be the parent/guardian of a student in attendance at that school.) - S. Thompson
Could we have a monthly or quarterly Council Chair communication meeting in a place where we could sit in groups or around a table to discuss what each group is doing, concerns, etc.?	Lori Rez- Tweedsmuir	In one section of the city (West Mountain), the chairs meet regularly to discuss issues and to dialogue with each other. There is nothing to prevent other clusters from forming. Some chairs have indicated a desire to meet as a whole group on occasion. - S. Thompson
Are we looking for a person to come forth to bring this together?	Lori Rez- Tweedsmuir	It might be advisable to determine if other chairs see a need to meet in cluster groups or in the whole. If there is a willingness, then someone could come forward to organize it. Perhaps a survey to determine interest could be developed through the school principals. - S. Thompson
This meeting did not let us know what we should or could be doing.	Lori Rez- Tweedsmuir	The Ministry Resource Guide (1996) and the Handbook (1997) are useful resources to help determine some of the important and productive initiatives school councils can become involved in. The principal would be a valuable resource as well. As a rule, topics which focus on how school councils can improve parent involvement in the school and/or involving parents in the development of school improvement plans, are two important functions. - S. Thompson

		communicate with their ward trustee. Procedures for presenting to the Board are in place and can be explained by the trustee. School Council liaison is included in the director's portfolio. - S. Thompson
Can administration in a school (principal and vice) <u>limit</u> the amount of fundraising done by the school council or Home and School?	Bob McKnight - Adelaide Hoodless	Although the new board will be examining the policies of the two former boards and will establish a new fundraising policy, the policies of the former boards remain in effect. Both policies limit the number of major fundraisers a school can conduct in the school year. As well, there should be a limit to the number of smaller fundraising events the school undertakes. Parents, teachers, the school council and other parent groups must work together to achieve a balance between the need for funds and the demands placed on the school community. It is, therefore, recommended that the school council monitor and coordinate fundraising initiatives. The principal has a copy of the current policy and will share it upon request. - S. Thompson
Directory of Council Chairs with respective schools - which includes chairs phone numbers and school numbers?	Christina Lawson - Gordon Price	A directory of Hamilton School Council chairs was created last year. This could easily be updated with the school council chairs agreeing to allow the publication of their names and phone numbers. If a list of county chairs exists, this could also be merged with Hamilton to create one large directory that could be published and distributed to all school council chairs and principals. - K. Bain
How can we implement a procedure that allows school council input to the Board? (a liaison person with direct input to Council and Director? - a possibility?)	Christina Lawson - Gordon Price	Presently, trustees are developing a policy and a set of procedures that will enable school councils to present input to the board. Trustees value the input they receive from members of the community and they have decided that this procedure is a priority. Council chairs are encouraged to monitor Board and Committee meetings and to ask

		questions during the Public Question Period at each Board meeting. Finally, the Superintendent of Transitional Services has developed a process whereby community input will be solicited as transitional issues and LEIC recommendations are discussed. - K. Bain
Will there be a decentralization or school based management implemented?	Christina Lawson - Gordon Price	A common understanding of these terms needs to be developed before a definite answer can be provided. However, I would agree that the best decisions are made by those most affected by the decision and/or by those who are required to implement the decision. With the responsibility to make those decisions comes accountability for those decisions. It is my hope that we will have a school-based management system keeping in mind that our principals will need support and professional development depending on the scope of the decisions we require them to make. - K. Bain
How can we make ministry directives known to all school chairs → (to make sure information is system-wide)?	Christina Lawson - Gordon Price	The Public Relations Department could provide Ministry updates to council chairs. The directory of chairs, addresses and phone numbers would be helpful for distribution purposes. School principals can join the Ministry of Education e-mail list and receive updates as soon as they are available. Council chairs with home computers can also join the e-mail list and be apprised of Ministry updates. The Ministry can be reached on the Internet at www.edu.gov.on.ca - news releases. - K. Bain
With the role of School Councils still "unclear", what will amalgamation do for them? Even <u>worse</u> channels of communication? Even <u>less</u> timely dissemination of information?	Patricia Eyre-Uggenti - Richard Beasley	School councils have been urged to send representatives to monitor Board and Committee meetings. In addition, school council agendas could/should include an opportunity for the principal to update members regarding system activities. The Public Relations Department does provide Board updates that could be copied and sent to council chairs across the city.

		continue to operate in their respective geographical areas until replaced by the new District School Board.” - K. Bain
What or how will the government determine the amount of money to the board?	Diane & Patti Appleyard - Mountview	It is the goal of the Ministry of Education and Training to provide “fair and non-discriminatory funding” of education. Education funding has been revised with this goal in mind. At present, it is not clear what the impact of provincial education finance changes will be on our Board. The Ministry wants all students in every region of the province to have equal access to quality education and does not want any students to be disadvantaged because of where they live. - K. Bain
Our school council is developing our own Mission Statement, how will it be considered when changes get legislated by government?	Diane Hewat & Patti Appleyard - Mountview	We would encourage you to continue to develop your council’s mission statement. The process you will undertake will have positive results for the members of your council. It is anticipated that your mission statement will align very well with the Ministry’s legislation regarding the role of school councils. Hopefully, we all share a common interest in supporting schools as they provide the best education possible. - K. Bain
Will our school council be able to get information from EIC meetings, if there is no chair at these meetings regarding policy making?	Diane Hewat & Patti Appleyard - Mountview	The EIC establishes policy at the provincial level and there is no forum for council input other than by contact through the Internet at http://edu.gov.on.ca or via telephone at 1-800-344-6582 or via mail at Mowat Block, 13th Floor, 900 Bay Street, Toronto, Ontario M7A 1L2. A process whereby you can provide input at the local level is being developed and will be communicated as soon as it is approved. - K. Bain

Due to the large geography involved, the Council's will need a logical hierarchy to work "up" effectively. If the "wards" are logical areas in the city, what would be logical boundaries for the rural areas to set up the middle tier of councils? Does the East Flamborough model of basing it on feeder schools to the High School make sense?	Larry Shuh - Sheffield/Seaton	A number of options exist for creating a structure that facilitates School Council input at the Board. Options may include: Secondary School Feeder Patterns, Municipality Boundaries, East & West County (as per Superintendency), etc. - W. Joudrie
What avenues will be available for parents to help direct issues with the blending of the boards?	Andrea Banner - Dundas District Public School	Parent input will be supported by participation on transition committees, involvement in JAC and open house sessions and delegations. - W. Joudrie
Will an open door policy remain in place?	Andrea Banner - Dundas District Public School	"Open Door Policy". Need clarification re School or Board location - Need clarification on "Open Door" - Intent to make system open, student and parent friendly. - W. Joudrie
Will Joint Advisory Committee potentially be the only avenue?	Andrea Banner - Dundas District Public School	JAC is one option for input. Others include Transition Committee, Board Ad Hoc committees, Open Houses and Delegations. - W. Joudrie
No questions at this time, but I sincerely appreciate your efforts tonight! I will encourage any efforts to facilitate a link between individual councils, as well as to include councils/parents in planning for the new board.	Sue Luchmann - Fessenden	Thank you for your supportive comments. - W. Joudrie
Re: Accommodation • Where is this issue in the list of Board priorities?	Marilyn Beckett - Ancaster Senior Public	Accommodation issues are amongst the immediate issues that the Board will deal with. This is evidenced by the creation of an Accommodation Transition Committee. - W. Joudrie
• Will existing procedures remain in effect re: geographic locations?	Marilyn Beckett - Ancaster Senior Public	Some procedures will remain geographically discreet until a new structure is in place (e.g. Special Education). Others will be merged more quickly. - W. Joudrie

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• Will there be (cross-pre-existing board) movement of students?	Marilyn Beckett - Ancaster Senior Public	All options will be considered with respect to accommodation. This includes portables, construction, shifts and transportation within and outside current municipal boundaries. - W. Joudrie
At this point I don't have specific questions, but I would like to say thank you for all the efforts of the administrative staff to welcome and include parents in the new district school board. Your hard work is appreciated by many of us!	Kathy McFarland - C.H. Bra Public	Thank you for the kind, supportive words. - W. Joudrie
What effect will the amalgamation of the two Boards, the new funding model, etc., have on the smaller schools in Flamborough?	Tracy Ireland - Lynden Public School	Difficult to predict the impact of amalgamation on small schools (e.g. Lynden, Sheffield). A policy with respect to school closures and boundary changes will have to be developed. Finances may dictate some school closures. - W. Joudrie
Do you anticipate school closures? If so, when would this happen, what would the criteria be for deciding which schools will close and where would our students go?	Tracy Ireland - Lynden Public School	School closures may occur. A Policy/Procedure will need to be developed. Ministry directives and finances will have a major impact on any direction taken. Community involvement would be an element of any school closure policy. - W. Joudrie

JOB OPPORTUNITY

HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD SUPERINTENDENT OF OPERATIONS

The position of Superintendent of Operations in the new Hamilton-Wentworth District School Board is to supervise the functions of Planning, Transportation, Occupational Health and Safety, Caretaking, Maintenance and Property Management.

The successful applicant will have:

- a well-defined philosophy of service delivery
- superior interpersonal and communication skills
- proven leadership capabilities in educational planning
- ability to assess, control, direct, motivate, delegate and organize, as appropriate
- collaborative decision-making & team building skills
- a strong commitment to the goals of public education
- an understanding of and respect for racial and ethnocultural differences

Required Qualifications:

1. Ministry of Education Supervisory Officer's Certification as outlined in Ontario Regulation 309 (Business Supervisory Officer also appropriate);
2. Experience in a leadership position at a system level.

Qualified applicants are invited to submit a letter of application and curriculum vitae outlining how his/her qualifications and experience relate to this job opportunity. Candidates are to include a one-page summary outlining their leadership philosophy.

Duties are to commence no later than April 30, 1998

Applications are to be submitted by 4:00 p.m. February 9, 1998 in confidence to:

Allan A. Greenleaf, Director
Education Centre
100 Main Street West
Hamilton, Ontario
L8N 3L1

In the spirit of the Human Rights Code, we ask that applications not include personal data, such as age, marital and family status or health.

Personal information will be maintained in accordance with
The Municipal Freedom of Information and Protection of Privacy Act

The Superintendent of Operations shall perform such duties as may be assigned by the Board or the Director and, in particular, shall be responsible for:

1. promoting and assessing the implementation of the Board's Strategic Plan within his/her assigned schools;
2. supervision of the use and maintenance of the buildings and property of the Board;
3. development and implementation of an Integrated Operations Service Model consistent with the Board's Strategic Plan;
4. recommendations to the Director with respect to enrolment projections, school boundary realignment, potential school closures, and the identification of school sites, capital improvement, and accommodation requirements;
5. supervision and co-ordination of support staff employed in the Operations Department;
6. recommendations to the Director about such staffing matters as transfer, exchange, promotion, demotion, hiring, dismissal, and assignment of Operations Services staff;
7. assistance to Board Committees as required;
8. liaison with external service providers;
9. administrative liaison with Joint Occupational Health & Safety Committee
10. administrative liaison with School Transportation Safety Committee;
11. respond to parents about transportation concerns;
12. administration, review, and monitoring of appropriate Operations Services staff collective agreements;
13. provide input to the development of the annual budget with respect to areas of responsibility, and ensure that actual expenditures are within budget allocations;
14. attendance at such meetings and preparation of such reports as may be required by the Director of Education;
15. attendance at all regular meetings of the Board;

JOB OPPORTUNITY

HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

SUPERINTENDENT OF EDUCATION

The position of Superintendent of Education in the new Hamilton-Wentworth District School Board is that of educational leader of schools with an identified system portfolio or a central assignment with specific responsibilities within the system. This leadership model provides for an effective, integrated approach to school supervision and system management.

The successful applicant will have:

- a well-defined philosophy of service delivery
- superior interpersonal and communication skills
- proven leadership capabilities in educational planning
- ability to assess, control, direct, motivate, delegate and organize, as appropriate
- collaborative decision-making & team building skills
- a strong commitment to the goals of public education
- an understanding of and respect for racial and ethnocultural differences

Qualifications:

Required:

1. Ministry of Education Academic Supervisory Officer's Certification as outlined in Ontario Regulation 309;
2. Experience as a Principal;

Preferred:

3. Dual panel experience
4. Experience in a Leadership Position with system wide responsibilities.

Qualified applicants are invited to submit a letter of application and curriculum vitae outlining how his/her qualifications and experience relate to this job opportunity. Candidates are to include a one-page summary outlining their leadership philosophy.

Duties are to commence no later than April 30, 1998

Applications are to be submitted by 4:00 p.m. February 9, 1998 in confidence to:

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The Municipal Freedom of Information and Protection of Privacy Act

....DUTIES

The Superintendent of Education shall perform such duties as may be assigned by the Board or the Director and, in particular, shall be accountable for:

1. promoting and assessing the implementation of the Board's Strategic Plan within his/her assigned schools;
2. providing assistance to school councils as required;
3. receiving, acknowledging and responding to parental and community concerns;
4. providing recommendations about such staffing matters as transfer, exchange, promotion, demotion, hiring, dismissal and assignment for all on-site, school-based personnel;
5. monitor the carriage of the grievance process;
6. school budget control, as required;
7. monitoring school timetables and length of school day;
8. convening regular principals' meeting;
9. regular appraisal of teacher and principal performance for all staff in schools under their jurisdiction;
10. supervision of teacher evaluation reports;
11. assisting in the development of enrolment projections, school boundary re-alignment, potential school closures, school sites, capital improvement and accommodation requirements;
12. supervising the implementation of Ministry and system initiatives in schools under their jurisdiction;
13. provide input to the development of the annual budget with respect to areas of responsibility, and ensure that actual expenditures are within budget allocations;
14. attendance at such meetings and preparation of such reports as may be required by the Director of Education;
15. attendance at all regular meetings of the Board;
16. recommendations to the Director of Education concerning proposed policy changes and innovations.

JOB OPPORTUNITY

HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD SUPERINTENDENT OF INSTRUCTIONAL SERVICES

The position of Superintendent of Instructional Services in the new Hamilton-Wentworth District School Board is that of educational leader of school instruction with an identified system portfolio or a central assignment with specific responsibilities within the system. This leadership model provides for an effective, integrated approach to school instruction and system management.

The Superintendent's role demands proven skills of collaboration with the field & community and demonstrated ability to manage change.

The successful applicant will have:

- a well-defined philosophy of service delivery
- superior interpersonal and communication skills
- proven leadership capabilities in educational planning
- ability to assess, control, direct, motivate, delegate and organize, as appropriate
- collaborative decision-making & team building skills
- a strong commitment to the goals of public education
- an understanding of and respect for racial and ethnocultural differences

Qualifications:

Required:

1. Ministry of Education Academic Supervisory Officer's Certification as outlined in Ontario Regulation 309;

Preferred:

2. Experience as a Principal;
3. Dual panel experience
4. Experience in a Leadership Position with system wide responsibilities.

Qualified applicants are invited to submit a letter of application and curriculum vitae outlining how his/her qualifications and experience relate to this job opportunity. Candidates are to include a one-page summary outlining their leadership philosophy.

Duties are to commence no later than April 30, 1998

Applications are to be submitted by 4:00 p.m. February 9, 1998 in confidence to:

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Personal information will be maintained in accordance with
The Municipal Freedom of Information and Protection of Privacy Act

The Superintendent of Instructional Services shall perform such duties as may be assigned by the Board or the Director and, in particular, be responsible for:

1. promoting and assessing the implementation of the Board's Strategic Plan initiatives;
2. review, development, and evaluation of Ministry and system curriculum initiatives;
3. development of system-wide standards of evaluation and consistent pupil assessment practices;
4. interpretation of Ministry policies and guidelines in curriculum;
5. supervisor and co-ordination of support staff employed in the Instructional Services Department;
6. recommendations to the Director about such staffing matters as transfer, exchange, promotion, demotion, hiring, and dismissal of Instructional Services support staff;
7. provision of in-service workshops pertaining to practical applicants of new curriculum thrusts;
8. monitoring of home schooling situations with respect to program appropriateness and student achievement;
9. recommendations to the Director of Education concerning proposed policy changes and innovations;
10. provide input to the development of the annual budget with respect to areas of responsibility, and ensure that actual expenditures are within budget allocations;
11. attendance at such meetings and preparation of such reports as may be required by the Director of Education;
12. attendance at all regular meetings of the Board;

ENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Open Session of the Regular Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on February 12, 1998.

Those present:

Ray Mulholland, Chair
Reg Woodworth, Vice-Chair
Judith Bishop
Heather Bullock
Janice Dewar
Wes Hicks
Eleanor Johnstone
Lillian Orban
Laura Peddle
Joe Rogers
Bruce Wallace

URBAN MUNICIPAL

MAY 7 1998

ENTWORTH DISTRICT SCHOOL BOARD

In attendance:

Allan A. Greenleaf, Director of Education and Secretary
Ken Bain, Interim Assistant Superintendent of Schools
Elizabeth Bond, Superintendent of Program
Krys Croxall, Superintendent of Schools
Pat Gillie, Superintendent - Administrative and Operational Services
Don Grant, Superintendent of Business and Treasurer
Wayne Joudrie, Superintendent of Schools
Merv Matier, Superintendent of Transitional Services
Murray Quinn, Superintendent of Schools
Debbie Russon, Interim Superintendent of Human Resources
Stew Thompson, Assistant Superintendent of Schools
Janice Tomlinson, Interim Assistant Superintendent of Program
Lucy Veerman, Acting Senior Financial Officer
Ken Waters, Superintendent of Schools

IN-CAMERA SESSION:

The Chair called the in-camera session to order at 7:05 p.m.

The Chair called the open session to order at 8:00 p.m. and the members commenced the meeting with the singing of O'Canada.

3. PUBLIC QUESTION PERIOD

A. Greenleaf indicated that the following written question was submitted by Michelle Clarke: Are expulsion hearings recorded verbatim?

A. Greenleaf stated that the minutes are recorded as closely as possible to word-for-word transcription during expulsion hearings. If required by the participants, the Board would engage an individual to take minutes verbatim.

M. Quinn confirmed that the minutes are intended to capture the both the intent and rationale for the decision since such would be the chief consideration should an appeal of the Board's decision go to judicial review.

L. Orban offered congratulations to B. Wallace on his election as second vice-president of the Ontario Public School Boards' Association.

4. APPROVAL OF MINUTES - JANUARY 29, 1998

RESOLUTION #98-45: It was moved by H. Bullock that the minutes of January 29, 1998 be approved as distributed.

CARRIED UNANIMOUSLY.

5. BUSINESS ARISING FROM THE MINUTES

Nil.

6. APPROVAL OF AGENDA

RESOLUTION #98-46: It was moved by J. Rogers, seconded by H. Bullock that the agenda be approved.

A. Greenleaf indicated that the outstanding items of correspondence from the February 5, 1998 meeting would be on the February 19 agenda. Not wanting to further delay action on one of the letters, R. Woodworth asked that the members consider the letter from the Town of Flamborough re Proposed YMCA.

The following items were added:

Letter from the Town of Flamborough re Proposed YMCA

13.(a) Committee of Review for CUPE - K. Waters

13.(b) Notice of Motion - R. Woodworth

To the motion, as amended, CARRIED UNANIMOUSLY.

RESOLUTION #98-47: It was moved by R. Woodworth, seconded by B. Wallace that the letter from the Town of Flamborough regarding the proposed YMCA be referred to the Chair and Vice-Chair of the Board and the Director.

R. Mulholland confirmed that this item will be brought back to Committee for further action.

To the motion, CARRIED UNANIMOUSLY.

7. COMMITTEE OF THE WHOLE BOARD REPORT

RESOLUTION #98-48: It was moved by R. Woodworth, seconded by E. Johnstone that the Committee of the Whole Report dated February 5, with Items 3, 10 and 11 removed for separate consideration, be adopted as follows:

1. PERSONNEL REPORT

It was moved by L. Orban: That the Personnel Report dated February 5, 1998 be adopted and the recommendations contained therein be approved.

SECTION I - K. CROXALL, SUPERINTENDENT OF SCHOOLS

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS - Nil

C. LEAVE OF ABSENCE

1) General Leave

That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that VIRGINIA K. RICHARDSON, Teacher at Bell-Stone Public School, be granted .5 general leave of absence, without pay or allowances, effective September 8, 1998 to June 30, 1999 inclusive (43 weeks).

D. PROBATIONARY AND PERMANENT CONTRACTS

The Board is informed that the following Elementary Teachers have been granted probationary contracts:

CHRIS TONDREAU, C.H. Bray Public School, effective January 1, 1998

JACKIE SMALL, Billy Green Public School, effective January 1, 1998

SILIA CONTINELLI, Queen's Rangers Public School, Lynden Public School, effective January 1, 1998

KELLY DOIG, Ancaster Senior Public School, Lynden Public School, effective January 1, 1998

MICHELE HONAN, Bell-Stone Public School, effective January 1, 1998

JUDITH WHITMORE, Central Park Public School, effective January 6, 1998

LISA SCOTT, Dundas District Public School, effective January 7, 1998

CATHY CLEMENTS, Yorkview Public School, Guy Brown Public School, effective January 7, 1998

JEANETTE WILKINSON, Guy Brown Public School, effective February 2, 1998

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION II - W. JOUDRIE, SUPERINTENDENT OF SCHOOLS

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS - Nil

C. LEAVES OF ABSENCE

1) General Leaves

a) That in accordance with the Employment Standards Act, a leave is granted to CATHY ROWE, Teacher, Glenwood School, effective January 14, 1998 to September 16, 1998 inclusive (35 weeks).

b) That in accordance with Article 18.03 of the Elementary Collective Agreement, it is recommended that CAROLA BAKER, Teacher at Flamborough Centre, be granted an extended leave, effective March 9, 1998 to June 26, 1998 inclusive (16 weeks).

c) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that SHARON HOWE, Teacher at Grange Public School, be granted .2 general leave of absence, without pay or allowances, effective September 8, 1998 to June 30, 1999 inclusive (43 weeks).

d) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that PAULINE A. FIELD, Teacher at Beverly Central School, be granted a .5 general leave of absence, without pay or allowances, effective September 8, 1998 to June 30, 1999 inclusive (43 weeks).

D. PROBATIONARY AND PERMANENT CONTRACTS

It is recommended that the following Elementary Teacher be granted a permanent contract effective February 28, 1998:

CHERI BARWINSKI, Teacher at Flamborough Centre Public School

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION III - K. WATERS, SUPERINTENDENT OF SCHOOLS

A. APPOINTMENTS AND TRANSFERS

The Board is informed that the appointment of JANET BOWLER, Acting Head of Family Studies at Waterdown District High School will be extended for the period February 9, 1998 to June 30, 1998.

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS

1) Retirements

a) That in accordance with the provisions of the C.U.P.E. Collective Agreement - Clerical Unit, it is recommended that the retirement of JEAN THOMPSON, Head Secretary at Community and Continuing Education be accepted, effective June 30, 1998.

b) That in accordance with Article 17.02(b) of the Secondary Collective Agreement it is recommended that the retirement of BRENDA J. MCGUIRE, Teacher at Ancaster High School be accepted, effective November 30, 1998.

C. LEAVES OF ABSENCE

1) General Leaves

a) That in accordance with Article 20.01 of the Secondary Collective Agreement, it is recommended that CHERYL MACDONALD, Teacher at Parkside High School, be granted a general leave of absence, without pay or allowances, effective September 8, 1998 to June 30, 1999 inclusive (43 weeks).

b) That in accordance with Article 18.01(b) of the C.U.P.E. Collective Agreement - Educational Assistant Unit, it is recommended that JUDY WARD, Educational Assistant at Parkwood School, be granted a .6 general leave of absence, without pay or allowances, effective March 2, 1998 to June 24, 1998 inclusive (16 weeks and 3 days).

D. PROBATIONARY AND PERMANENT CONTRACTS - Nil

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION IV - D. RUSSON, INTERIM SUPERINTENDENT OF HUMAN RESOURCES

A. APPOINTMENTS AND TRANSFERS

1. Promotion

That MARILYN LEGAULT, Elementary Teacher, be temporarily appointed to the position of Project Team Consultant, Literacy, Numeracy and Problem Solving Team, effective February 9, 1998 to June 30, 1998.

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS - Nil

C. LEAVES OF ABSENCE

1. General Leaves

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

THERESA BERNHARDT, Elementary Teacher, January 1, 1998 to August 31, 1998
KELLY BREEN-BUCKLEY, Elementary Teacher, February 23, 1998 to August 31, 1998
BRENDA D'AGOSTINO, Elementary Teacher, March 30, 1998 to October 30, 1998
KATHERINE M. PRESTON, Elementary Teacher, September 1, 1998 to August 31, 1999
HEATHER REX, Secondary Teacher, February 9, 1998 to August 31, 1998

2. Leave of Absence - Date Change

That the dates of the Leave of Absence granted to SUZANNE RICH, Elementary Teacher at a previous meeting, be changed to: December 15, 1997 to August 31, 1998.

3. Leave Extensions

That the requests of the following staff for an extension of their Leave of Absence, effective as shown, be granted:

NATALIE BOTTS, Elementary Teacher, March 16, 1998 to August 31, 1998
SANDRA DOWHAN-SANTINON, Elementary Teacher, March 23, 1998 to May 15, 1998

That the request of JOYCE FERGUSON, Payroll Supervisor, for an extension of her Leave of Absence, effective January 26, 1998 to April 30, 1998 be granted.

D. PROBATIONARY AND PERMANENT CONTRACTS - Nil

E. OTHER MATTERS REQUIRING BOARD ATTENTION

1. Timetable Changes

That the timetable change of DEBORAH BATES, Secondary Teacher, 2/6 to 3/6 (3/3 Sem. 2) be approved, effective February 4, 1998 to August 31, 1998, with salary according to the salary schedule.

Ecole Secondaire Georges-P.-Vanier Staffing

1. General Leaves

That the request of GUY BULTEZ, Secondary Teacher, for a Leave of Absence, effective February 27, 1998 to May 8, 1998, be granted.

2. Timetable Changes

That the timetable changes of the following staff be approved, effective February 5, 1998, with salary according to the salary schedule:

NATALIE GARON-SUZUKI, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)

NATHALIE LAUZON, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)

SERGE LAROCQUE, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)

* * * * *

2. REPORT RE STAFF PLACEMENTS

The Report re: Staff Placements was presented for information purposes as follows:

a) Secretarial Positions - Director's Office

The assignment of the following individuals, effective immediately:

Mary Davis	- Secretary to the Superintendent of Transitional Services
Ruth Millar	- Assistant to the Secretary of the Board
Mary Lou Robillard	- Secretary to the Director of Education

b) Manager of Human Resources

Deborah Russon has been placed in the position of Manager of Human Resources, effective April 30, 1998.

4. PROGRESS REPORT ON THE REVIEW OF SPECIAL EDUCATION PROGRAMS IN THE CITY OF HAMILTON

It was moved by R. Mulholland: That the Progress Report on the Review of Special Education Programs in the City of Hamilton be received for information.

5. POLICY DETERMINATION PROCESS - L.E.I.C. RECOMMENDATIONS

It was moved by B. Wallace: That the Policy Determination Process - L.E.I.C. Recommendations be tabled to the February 12, 1998 meeting of the Board.

6. L.E.I.C. EDUCATION SUB-COMMITTEE RECOMMENDATIONS

It was moved by H. Bullock: That the additional recommendations of the L.E.I.C. Education Sub-Committee regarding School Councils/Home and School/Parental Involvement and Co-operative Education be appended to the L.E.I.C. Final Report for consideration by the work groups/committees in developing proposals for trustee consideration.

7. 1998 STUB YEAR BUDGET - DRAFT FORMAT

It was moved by W. Hicks: That the format for the presentation of the 1998 Stub Year Budget be approved.

8. CONFIRMATION OF FORMER BOARDS' DEBENTURE APPROVAL

It was moved by B. Wallace: That The Hamilton-Wentworth District School Board authorize the Superintendent of Business and Treasurer to issue debentures for a total amount of up to \$2,821,000, repayable during a term of up to 20 years with respect to projects approved for debenture financing by the former boards.

9. AMENDMENTS TO OPERATING PROCEDURE OP-31: EXPULSION OF PUPILS

It was moved by: J. Rogers: That the following sections of the Operating Procedure OP-31 be amended as follows:

(3.2.4)

Delete: "The Director will inform the ward Trustees that a recommendation for expulsion has been made....."

Amend to: "The Superintendent of Schools will inform the ward Trustee that a recommendation for expulsion has been made....."

(3.3.6) (g) Delete "after all evidence is presented, the Director (Secretary of the Board) and all presenting parties and their Counsel leave the hearing room while the Trustees consider the information and reach a decision."

Amend to: "after all evidence is presented, all presenting parties and their Counsel leave the hearing room. The Director, as Secretary of the Board, will remain with the Trustees while they consider the information and reach a decision."

12. SCHOOL TRIPS

It was moved by J. Bishop: That the following trip requests be approved:

- a) Grades 7-8 - C. B. Stirling School - Camp Mini-Yo-We, Muskoka from June 3 to 5, 1998 inclusive;
- b) Grade 8 - Glen Brae School - Muskoka Woods from April 21 to 24, 1998 inclusive;
- c) Grades 6-8 - Lawfield - Mt. St. Louis, Orillia from February 23 to 24, 1998 inclusive;
- d) Grades 6-8 - Queen Mary - Mt. St. Louis, Orillia on February 24, 1998;
- e) Grades 4-5 (Gifted) - Fernwood Park and Queen Victoria Schools - Teen Ranch, Orangeville from May 21-22, 1998 inclusive;
- f) Grade 12 (English) - Delta School - Stratford, Ontario on May 25, 1998;
- g) Grades 9-OAC - Sir Winston Churchill School - Horseshoe Valley Ski Resort, Barrie on February 20, 1998;
- h) Grades 11-OAC - Westdale School - Senior Boys' Basketball Tournament, Durham College from February 6 to 8, 1998 inclusive.

13. BARTON SCHOOL COUNCIL RE RENOVATIONS

It was moved by L. Peddle: That the status of the renovation of Barton Secondary School be reviewed and referred to the appropriate Committee immediately following the confirmation of the 1998 Stub Year Budget.

CARRIED UNANIMOUSLY.

RESOLUTION #98-49: It was moved by R. Woodworth, seconded by E. Johnstone that Item 3. in the Committee of the Whole Report be adopted:

3. SCHOOL AND SYSTEM (HAMILTON) REPORTS OF GRADE 3 STUDENTS' EQAO ASSESSMENT RESULTS, 1996-97

It was moved by L. Orban: That the School and System (Hamilton) Reports of Grade 3 Students' EQAO Assessment Results, 1996-97 be received for information.

When J. Bishop indicated she had an additional motion regarding the EQAO Results, R. Mulholland asked that the members vote on the motion on the floor.

To the motion, CARRIED, 10 IN FAVOUR, 1 OPPOSED.

MOVED BY J. BISHOP, SECONDED BY E. JOHNSTONE: That there be

- (a) an investigation of those schools with good results and promotion of their good practices;
- (b) an examination of those pertinent areas of concern raised in the EQAO report for the province;
- (c) support to schools with serious weaknesses;
- (d) examination of the requirements to improve the teaching of math and that a report be brought back by June 1998.

J. Bishop drew the members' attention to the "Discussion Paper" she prepared and asked that the members support the motion in order to make good use of the valuable data that has resulted from the EQAO report. (Attached at J. Bishop's request.)

RESOLUTION #98-50: It was moved in amendment by B. Wallace that the motion be referred to the Education Committee.

CARRIED UNANIMOUSLY.

RESOLUTION #98-51: It was moved by R. Woodworth, seconded by L. Peddle that Item 10. in Committee of the Whole Report be adopted:

10. REQUEST FOR A LIQUOR LICENSE - HAMILTON Y.M.C.A., MAY 23, 1998

It was moved by L. Orban: That the Hamilton Y.M.C.A. be granted permission to obtain a liquor license for a dinner and silent auction fund-raising event to be held in the gymnasium of Robert Land School on Saturday, May 23, 1998.

E. Johnstone asked that her opposition to this motion be recorded in the minutes and indicated she would make a motion to refer the policy of allowing liquor on school property for review.

At this point, R. Mulholland recalled that the members had reached consensus that Committee Reports would be presented in their entirety with items voted on separately as requested. He noted that the present method as employed this evening causes some confusion among the members and he ruled that the motion on the floor would be put to a vote before accepting E. Johnstone's motion.

To the motion, CARRIED, 9 IN FAVOUR, 2 OPPOSED.

It was moved by E. Johnstone, seconded by J. Dewar that the policy regarding alcoholic beverages on school grounds or buildings be referred to the Education Committee for consideration.

E. Johnstone noted that the provision of Board permission for liquor licenses is from the former City Board and suggested that this Board needs to determine its policy in this matter.

In discussing the motion, the timing of the request as well as the Committee it was being referred to were questioned. The Joint Advisory Committee was offered as the Committee charged with reviewing policies rather than the Education Committee. Reviewing this ahead of the many other important issues before the Board was also questioned.

In support of the motion, one trustee recalled the suggestion that the Board also deal with policies as they arise.

RESOLUTION #98-52: MOVED IN AMENDMENT BY L. ORBAN: That the motion be referred to the Superintendent of Transitional Services for a recommendation to the appropriate committee.

CARRIED, 10 IN FAVOUR, 1 OPPOSED.

RESOLUTION #98-53: It was moved by R. Woodworth, seconded by B. Wallace that Item 11. in the Committee of the Whole Report be adopted:

11. COTTON PATCH GOSPEL FUND-RAISING PROJECT FOR THE PASTORAL COUNSELLING CENTRE

It was moved by J. Rogers: That The Hamilton-Wentworth District School Board permit the New Faces Production to advertise the Cotton Patch Gospel presentation and circulate one hundred tickets throughout the school system.

H. Bullock asked to be recorded as voting in opposition to the motion.

To the motion, CARRIED, 7 IN FAVOUR, 4 OPPOSED.

8. ADOPTION OF THE IN-CAMERA SESSION REPORT

RESOLUTION #98-54: It was moved by R. Woodworth, seconded by W. Hicks that the In-camera Session Report be adopted as follows:

C-1. COMMITTEE OF THE WHOLE IN-CAMERA REPORT

It was moved by R. Woodworth, seconded by L. Orban that the following Committee of the Whole In-camera Report be adopted:

1. LEVY PAYMENTS - CITY OF HAMILTON

(a) It was moved by L. Orban: That a letter be written to the Mayor of Hamilton and the Regional Chairman of Hamilton-Wentworth indicating the Board's concerns regarding the levy payments noting the Board's appreciation for the way levy payments have been done over the past years and express the Board's hopes that the practice will continue for the stub year.

(b) It was moved by H. Bullock: That if no response to the Board's letter is received from the City of Hamilton and/or the Regional Chairman within two weeks, if the Hamilton-Wentworth Catholic District School Board agrees and if the Board's legal Counsel is optimistic for a successful case, that the Senior Administration be authorized to proceed as necessary.

2. INTERIM SUPERINTENDENT OF HUMAN RESOURCES

It was moved by R. Mulholland: That Deborah Russon be returned to the position of Manager, Employee Relations effective February 12, 1998 and that a responsibility allowance in the amount of \$12,860 per annum be paid until the position of Manager, Human Resources has been filled.

3. RESCINDING MOTION

It was moved by H. Bullock: That Resolution #97-235(C-8[II-C-16]) be rescinded.

C-2 REPORT OF THE SALARY COMMITTEE

It was moved by W. Hicks, seconded by E. Johnstone that the Report of the Salary Committee be adopted as follows:

That the New District School Board utilize the services of John Jakub (Labour Relations Specialist) to assist in collective bargaining activities commencing 1998 02 12.

C-3 SUSPENSION REPORT

The Suspension Report dated 1998 02 12 be received for information.

CARRIED UNANIMOUSLY.

9. STANDING COMMITTEE FORMAT

RESOLUTION #98-55: It was moved by W. Hicks, seconded by H. Bullock

1. That the Education Committee be constituted.
2. That Trustees Bishop, Dewar, Johnstone, Rogers, Wallace and Mulholland (Chair of the Board) be appointed members of the Education Committee.
3. That Trustee Wallace be appointed Chair of the Education Committee.
4. That the Education Committee convene on the first Thursday of the month at 6:30 p.m.

CARRIED UNANIMOUSLY.

RESOLUTION #98-56: It was moved by E. Johnstone, seconded by J. Dewar

1. That the Business Committee be constituted.
2. That Trustees Bullock, Hicks, Orban, Peddle, Woodworth and Mulholland (Chair of the Board) be appointed members of the Business Committee.
3. That Trustee Orban be appointed Chair of the Business Committee.
4. That the Business Committee convene on the second Thursday of the month at 6:30 p.m.

CARRIED UNANIMOUSLY.

R. Mulholland stated that the new structure will be effective March 1, 1998. With this schedule of meetings, the Regular Board meeting will be held on the third Thursday of the month at 8:00 p.m. The remaining Thursday(s) in the month will be available for special meetings as required. The Salary Committee will continue to meet at the call of the Salary Committee Chair.

10. POLICY DETERMINATION PROCESS - LEIC RECOMMENDATIONS

RESOLUTION #98-57: It was moved by B. Wallace, seconded by J. Bishop that the following motion from the 1998 02 05 Committee of the Whole be lifted from the table:

That the Policy Determination Process - L.E.I.C. Recommendations be tabled to the February 12, 1998 meeting of the Board.

CARRIED UNANIMOUSLY.

M. Matier drew the members' attention to the revised Policy Determination Process chart from which the role of the Joint Advisory Committee had been removed as suggested at the Committee of the Whole meeting.

RESOLUTION #98-58: It was moved by E. Johnstone, seconded by L. Orban: That the Hamilton-Wentworth District School Board approve the policy determination process as outlined for purposes of responding to the LEIC report recommendations.

M. Matier confirmed that the Public Relations Department will promote the town hall meetings. Prior to these meetings, information will be provided through the Home and Schools, School Councils, the Board's web site, etc. that certain proposals are ready for consideration and public meetings have been scheduled both for information and to receive input. Acknowledging that the Board has the responsibility for the final decision on these policies, he assured the members that the input as received will be shared with the Board so that there is awareness of the reaction from the public to the proposals prior to any decision being made.

In response to a question, M. Matier noted that the report clearly states that community and public opinion must be balanced with both professional opinion and the parameters/constraints of funding. Reports to the Board will include costing factors and the public's reaction to the proposal.

A. Greenleaf suggested that the phrase "for purposes of responding to the LEIC report recommendations" to distinguish its role from that of the Joint Advisory Committee.

B. Wallace agreed to accept the suggestion as a friendly amendment.

M. Matier concurred, noting that there would have been membership duplication on the work groups and the JAC. He added that once policy has been established through this process, then JAC would have an active role in reviewing existing policies.

Expressing concern that JAC involvement had been removed from the process, one trustee offered that the revised process doesn't preclude the Board re-directing something to the JAC if deemed appropriate.

A. Greenleaf indicated that the JAC cannot be formed until the employee group representation is determined.

To the motion, CARRIED, 10 IN FAVOUR, 1 OPPOSED

11. TRANSITIONAL ISSUES

M. Matier referenced the previous report which will be the major focus of the information distributed throughout the system next week. The "Office of Transitional Services" will be sending information regarding the process to all employees, School Councils and Home and School Councils along with invitations to participate. He will update the members further at the next meeting of the Committee of the Whole.

M. Matier responded to questions that he will be meeting with representatives of the various employee groups to provide information and to discuss the process to be followed. He referenced the dilemma around the School Councils in that there is no forum for determining a representative(s). The only option is to issue the blanket invitation and if there is an overwhelming response from those wishing to participate, the appropriate people would have to be selected fairly. He confirmed that a parent could volunteer to sit on a Committee even though neither a member of a School Council nor the Home and School Council.

M. Matier responded to a question relative to incorporating the new Board's strategic plan and vision and mission statements into the process. Noting that the Board has not determined its values, he suggested that time constraints prohibit delaying this process until they are determined. The work of the various work groups will help establish a vision for the organization and the first meeting with the work groups will focus on what is important, i.e student success and service to the schools. He added that the introduction in the package to the system quotes the vision and mission statements from both the previous County and City Boards which could serve as a starting point for work group deliberations.

Several members believed this aspect should be addressed as the basis of operations of the Board and the basis upon which the work groups are to focus. However, it was recognized that it cannot be a hurried undertaking. With the two mission statements placed within the introduction to the transitions document, it was suggested that work can proceed on the understanding that the Board's vision and mission statements will evolve as the Board moves through this year.

RESOLUTION #98-60: It was moved by L. Orban that the Transitions Update be received for information.

CARRIED, 10 IN FAVOUR, ONE OPPOSED.

M. Matier indicated that at the next Committee of the Whole meeting, he would raise the question of presenting reports to the Board which were traditionally presented to the former City Board. Noting that one of the issues is that the reports would be specific to the City schools rather than encompassing system-wide reporting, he confirmed that the Accommodation Report, as part of the transitional plan, will have to reflect the whole system.

Several trustees suggested that these reports should be put on hold while other critical transitional issues are being addressed. It was suggested that individual trustees could obtain the information they wished through contact with the appropriate superintendent's office. On the other hand, one trustee spoke to the importance of some of the reports traditionally reported to the former City Board citing them as useful to trustees in establishing and monitoring the implementation of Board policies.

12. TRUSTEE REQUEST RE OPENING OF BOARD MEETINGS - E. Johnstone

R. Mulholland noted that the Board meetings will alternate between the singing of "O'Canada" and a Reading/Prayer prior to conducting business.

13. QUESTIONS OF THE COMMITTEE OF THE WHOLE CHAIRMAN

Nil

13. (a) COMMITTEE OF REVIEW FOR CUPE - K. Waters

Trustees Orban, Bullock and Dewar volunteered to sit on the above Committee.

13. (b) NOTICE OF MOTION - R. WOODWORTH

R. Woodworth gave notice that he will move or cause to be moved at the next regular Board meeting:

That policy be immediately established regarding standing committee(s) re conduct of business, rules of operation, function of committee chair(s) and terms of reference.

14. CHAIRS' REPORTS

R. Mulholland reported on his visit to Saltfleet Secondary School to view the LEAP program designed for grade 8 students who will be entering secondary school in the Fall.

15. OPSBA REPORT

J. Bishop reviewed her written report on the OPSBA Conference held at the end of January.

CORRESPONDENCE**16. Ministry of Labour re Bills 136 and 160**

RESOLUTION #98-61: It was moved by L. Orban, seconded by J. Rogers that the correspondence from the Ministry of Labour re Bills 136 and 160 be received and filed.

CARRIED UNANIMOUSLY.

17. Premier Harris re Public Inquiry into the Plastimet fire in Hamilton

RESOLUTION #98-62: It was moved by B. Wallace, seconded by L. Peddle that the response from Premier Harris re Public Inquiry into the Plastimet fire in Hamilton be received and filed.

Noting that the former City Board had formally requested an investigation into the Plastimet fire, disappointment was expressed that this Board had not supported the government's request to hold the hearings in the Board Room.

To the motion, **CARRIED UNANIMOUSLY.**

18. Greensville Public School re Sesquicentennial Celebrations

RESOLUTION #98-63: It was moved by B. Wallace, seconded by E. Johnstone that the correspondence from the Greensville Public School re Sesquicentennial Celebrations be referred to Wayne Joudrie, Superintendent of Education, for the appropriate action.

CARRIED UNANIMOUSLY.

19. Elementary School Secretary P. D. Planning Committee re Friday, March 27, 1998

RESOLUTION #98-64: It was moved by L. Orban, seconded by J. Bullock that the correspondence regarding the Elementary School Secretary P. D. Planning Committee re Friday, March 27, 1998 be referred to A. Greenleaf, Director, for the appropriate action.

CARRIED, 9 IN FAVOUR, 2 ABSTENTIONS.

20. Brock University re congratulations

RESOLUTION #98-65: It was moved by H. Bullock, seconded by J. Dewar that the correspondence from Brock University re congratulations be received and filed.

CARRIED UNANIMOUSLY.

21. Westmount Secondary School re "Hamilton Festival of Strings"

RESOLUTION #98-66: It was moved by R. Woodworth, seconded by J. Bishop that the correspondence from Westmount Secondary School re "Hamilton Festival of Strings" be referred to A. Greenleaf, Director, for the appropriate action.

CARRIED UNANIMOUSLY.

22. Dominic Agostino, MPP, re Youth Forum, February 17, 1998

RESOLUTION #98-67: It was moved by B. Wallace, seconded by L. Orban, that the correspondence from Dominic Agostino, MPP, re Youth Forum, February 17, 1998 be received for information.

CARRIED UNANIMOUSLY.

23. SEEDS Foundation re Janet Lee Elementary School

RESOLUTION #98-68: It was move by B. Wallace, seconded by L. Orban that the correspondence from SEEDS Foundation re Janet Lee Elementary School be received for information.

CARRIED UNANIMOUSLY.

Noting that the SEEDS Foundation has several levels in its award structure, R. Mulholland confirmed that recognition at a Board meeting would occur at the next level of achievement. He agreed to send a letter of congratulations to the school on reaching this level.

DISTRIBUTION**24. Education Improvement Commission re Leadership Teams**

R. Mulholland stated he had contacted the Board's liaison at the Education Improvement Commission, Beth Shelswell. While Ms. Shelswell has implied that request in the communication that "boards not fill any vacant superintendent positions in the immediate future" was not directed at this Board, he indicated he would like an opportunity for further discussions with Ms. Shelswell.

25. Education Improvement Commission re Role of the Trustee and School Boards

Distributed for the members' information.

26. Senior Administrative Assignments

A. Greenleaf drew the members' attention to the list of additional responsibilities assigned to the superintendents' portfolios. Further information will be forthcoming regarding the list of schools assigned to each.

A. Greenleaf responded to questions that responsibilities for JK and ECE have been assigned to former County superintendents for both geographical and job weighting considerations. He agreed that SK should be specified with the JK and ECE designations. He also agreed with the premise that it was important to clarify that the assignment of this area to a County superintendent does not suggest that program continuation in the City schools is endangered. The major debate is yet to be held on the French Immersion and Junior Kindergarten questions and the Superintendent of Transitional Services' role in coordinating these deliberations was referenced.

A. Greenleaf confirmed that responsibilities for SEAC and SALEP are the responsibility of the Superintendent of Instructional Services under the "student services" mandate. He responded to a question of whether or not Board direction would be required to ensure a Superintendent of Education attended the SEAC meetings by noting that the Superintendent of Instructional Services is responsible to Executive Council as to official administrative liaison to SEAC.

27. School Councils - Questions and Answers

A. Greenleaf drew the members' attention to the list of questions put forward by individual School Council Chairs and the superintendents' responses. He confirmed that he will be meeting

with the School Council Chairs regarding the continuation of in-service/information sessions. As well, there will be ongoing work with the Principals around School Councils in their schools.

In response to a question, K. Waters confirmed that students are expected to attend the secondary school in their catchment area. There will be a meeting with a committee of secondary school principals to develop a process for considering out-of-catchment requests.

M. Matier confirmed that the majority of the issues raised through the School Council questions (JK, French Immersion, Lunchtime Supervision) provided both valuable information and verification that the major questions are transitional issues.

While A. Greenleaf pointed out that, by virtue of being included on the agenda, it is a matter of record that the members have been apprised of these issues, some members felt that significant items in the distribution should still be formally received for information.

RESOLUTION #98-69: It was moved by L. Orban, seconded by E. Johnstone that the Report on School Councils - Questions and Answers be received for information.

CARRIED UNANIMOUSLY.

28. Postings for Superintendent Vacancies

RESOLUTION #98-70: It was moved by L. Orban, seconded by E. Johnstone that the Postings for Superintendent Vacancies be received and filed.

CARRIED.

B. Wallace requested that agenda items that are presented for information purposes only be grouped as such to enable the Board to deal with them in one motion.

29. PUBLIC QUESTIONS OF CLARIFICATION

R. Mulholland responded to Michelle Clarke's question that the referral of the liquor license policy to staff for review will be addressed as soon as possible.

R. Mulholland agreed to see that Joe Coleman's suggestion of placing agendas in the foyer for public perusal prior to the meeting is implemented.

There being no further business, the Chair adjourned the meeting at 10:00 p.m.

EQAO results

DISCUSSION PAPER
Judith Bishop, February 1998

The report we were given on these results at the Board was long on paper and short on analysis, even though those of us from the old city board had been waiting for the report since October.

Wide variations in Scores:

Although the report comments that "overall, Hamilton public school results are consistent with the results for Ontario as a whole" a cursory view of the results reveal that there are big variations in scores from school to school and the scores are not clustered together. For example, in reading, thirteen schools have 15% or more of their students performing at the lowest level, level 1. In this group one school has 29%, or more than a quarter of grade three students, not meeting expectations. But there are also seven schools that have all students meeting expectations (all at levels 2, 3 and 4) (Viscount Montgomery, Lincoln Alexander, Norwood Park, Pauline Johnson, Prince Philip, Ryckman's Corners and Sherwood Heights). For the math results there are 27 out of 62 schools where 20% or more of the students are not meeting expectations. One school had 65% of its students in this category. But there are also 5 schools where all students are meeting expectations (Ryckman's Corners, Holbrook, Huntingdon Park, Queen Victoria and Lincoln Alexander.) There are more students with low scores than there are students at the high end.

A group of Schools have poor results:

	% students level 1 math	% students level 1 reading	% students level 1 writing
James Macdonald	54	24	34
Robert Land	65	26	26
Prince of Wales	42	24	20
Lloyd George	54	29	25

Ontario	17	9	9
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Strathcona and Gibson also had poor results in math and writing.

Math Results:

In math some schools did poorly. Twenty-two schools or 34% of all Hamilton schools had 25% or more of their students performing at level one - not meeting expectations. 41% of all Hamilton schools had no-one exceeding expectations. The twenty two schools are James

Macdonald, Robert Land, Prince of Wales, Lloyd George, Gibson, Strathcona, as well as G.L. Armstrong, Fairfield, Franklin Road, Hillsdale, Lake Avenue, Lisgar, Mountview, Peace Memorial, Richard Beasely, Stinson Street, Thornbrae, Woodward, Sir Isaac Brock, Seneca, and Red Hill. **There were also 26 schools which had 33% or more of their students performing at the highest levels (3 and 4)** These are C.B. Stirling, G.R. Allan, Huntingdon Park, Westwood, Queen Victoria, Pauline Johnson, Rosedale, Ryckman's Corners, Sherwood Heights, Vern Ames, Viscount Montgomery, Westwood, Fernwood Park, Gordon Price, Helen Detwiler, Lincoln Alexander, Norwood Park, A.M. Cunningham, Earl Kitchener, Hillsdale, Holbrook, King George, Linden Park, Richard Beasely, Sanford Avenue and Sir Wilfrid Laurier.

Some schools have overall excellent results:

	% students in levels 3 and 4 math	% students in levels 3 and 4 writing	% students in level 3 and 4 reading
G. R. Allan	55	65	68
Queen Victoria	78	50	50
Pauline Johnson	46	71	73
Ryckmans Corners	44	44	61
Vern Ames	42	45	81
Westwood	75	60	79
Fernwood Park	42	45	80
Helen Detwiler	42	63	61
Lincoln Alexander	72	77	91
Norwood Park	44	62	62
Linden Park	34	52	64
Ontario	33	39	50

The following schools were at provincial levels or above for the percentage of students in levels 3 and 4 in math and writing: Rosedale, Sherwood Heights, Viscount Montgomery, Gordon Price. The following schools were at provincial levels or above for the percentage of students in levels 3 and 4 for writing and reading: R.A. Riddell, Memorial. King George and Hillsdale had students at or above provincial levels for the percentage of students in levels 3 and 4 in math and reading.

What explains the differences in scores ?

Can the results of the grade 3 testing be explained in terms of a high ESL population?

It does not appear to be a primary factor in explaining low test results.

Not one of the schools with the poorest results has a high ESL population. Gibson has 13% ESL students, James Macdonald has 8% , Robert Land has 3% , Prince of Wales has 3% , Lloyd George has none, and Strathcona has 9%.

Some schools with a high ESL population had excellent results. For example:

Westwood (21% ESL) 75% of the students performed at the highest levels (3 and 4) in math, 60% in writing, and 79% in reading.

Roxborough Park (51% ESL) had 71% of its students performing in reading at the top two levels.

A.M.Cunningham (31% ESL) performed above provincial averages in levels 3 and 4 in math.

Question Number 2.

Can the results be interpreted solely in terms of the socio-economic class of the areas the schools serve?

Socio-economic factors may play a role in the test results but appear not to be the primary cause of variations in test results:

G.L.Armstrong, Lisgar, Mountview, Peace Memorial, Richard Beasely, and Thornbrae all had a quarter or more of their grade 3 students not meeting expectations in math (level 1) and Queensdale had 25 % of its students not meeting expectations in writing. All these schools are situated on the mountain and not in the city core. However, Queen Victoria in the Corktown neighborhood of the city had excellent results. Memorial School on Ottawa and Main was one of a small group of schools in the city with high results in writing and reading. Half the students were reading and writing above expectations (level 3 and 4) .

Although schools which are recognised compensatory schools often had disappointing results, some performed well in some areas. King George located on Gage Street North had excellent results in math and reading. Nearly three-quarters of its grade three students are reading at levels 3 and 4, and 43% are performing at these levels in math. Sanford Avenue had good results for mathematics and Roxborough Park had excellent results for reading as 71% of its students were reading at the grade 3 and 4 levels. Centennial school, in an area of the city with the highest welfare rates, and with 19% ESL students, has results which were pretty near provincial averages.

Schools in close proximity to each other and serving very similar neighborhoods had very different results. For example Red Hill had 45 % of its students performing below expectations in math and only 6% achieving at level 3 and 4 in this subject. Sir Wifrid Laurier nearby had the opposite results: only 1 % were not meeting expectations in math, and 53% were performing at the highest two levels.

Schools did not always perform consistently well or badly in all three areas which would be the

expectation if the socio-economic factor of the school's neighborhood was the primary influence on results. For example Mountview had more than a quarter of its students performing below expectations for math, but 51% were reading above expectations. Thornbrae and Lisgar had similar discrepancies.

Question 3 :

Did French Immersion schools perform less well than other schools?

Many of the French Immersion schools had the best results in the city. Norwood Park, a single track French Immersion school, had 62% of its students performing at level 3 and 4 in writing and reading and 44% in math. More than half the students at George R.Allan performed at the highest two levels for all three subjects.

Conclusion::

Although ESL and socio-economic status may have had some influence on the results, these factors were not sufficient to explain the differences among schools or the differences in results within schools.

The system wide CAT scores have already shown the wide discrepancy in scores amongst schools in the city. We must examine the delivery of instruction, school organisation, and the curriculum we are using to find solutions to improving student learning.

While there was a time when home circumstances were offered as a convenient explanation for virtually any difficulty a pupil might experience in the classroom, thus absolving teacher and school of any responsibility, there is now a much more balanced and realistic understanding of the relative impact of home and school.

Up to a point, the socially advantaged child can compensate for school inadequacy. The disadvantaged child is doubly disadvantaged by the weak school. Schools can and do make a difference, and, given the broad estimate that two -thirds of pupils in inner city schools are disadvantaged, it is vitally important that all schools have the highest expectations of their pupils.

Robin Alexander, Jim Rose, Chris Woodhead "Curriculum Organisation and Classroom Practice in Primary Schools: a discussion paper". Department of Education and Science U.K.1992.

The report on the EQAO results brought to the Board did not go far enough in its recommendations to improve the city's teaching of math, reading and writing.

Further Recommendations:

- Investigate those schools with good results and promote their good practices.
- Develop an action plan taking into account :
 - The areas of concern raised by the EQAO report for the province
 - Support to schools with serious weaknesses
 - The requirements to improve the teaching of math.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

COMMITTEE OF THE WHOLE MEETING

FEBRUARY 19, 1998

8:00 p.m.

A G E N D A

8:00 p.m.

1. Call to Order
2. Approval of Minutes of February 5, 1998
3. Business Arising from the Minutes
4. Approval of Agenda

R. Woodworth

ACTION ITEMS:

5. Personnel Report
6. Staff Placements
7. Transitional Issues
8. Draft Terms of Reference for Committees
9. Draft Regulations for Delegation Presentations to Board/Committee
10. Trustee Concern
11. School Trips

A. Greenleaf
D. Grant
M. Matier
A. Greenleaf
A. Greenleaf
H. Bullock
Superintendents

CORRESPONDENCE:

12. Community Liaison Committee re School Board Representation
13. St. Peter's Hospital re "Stand up for Seniors" Campaign
14. Hamilton Association for Community Living re "Chocolate, Chocolate '98", 1998 04 03-05
15. Diverse Community Achievement Centre of Hamilton and Region, Inc. re membership
16. Regional Municipality of Hamilton-Wentworth re ORDER pursuant to the Environmental Protection Act

17. Public Questions for Clarification

Future Meetings:

Special Education Advisory Committee
Regular Board
Education Committee
Business Committee
Regular Board

February 24, 1998
February 26, 1998
March 5, 1998
March 12, 1998
March 26, 1998

7:15 p.m.
8:00 p.m.
6:30 p.m.
6:30 p.m.
8:00 p.m.

A C T I O N I T E M S

COMMITTEE OF THE WHOLE
1998 02 19

#5

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

PERSONNEL REPORT

FEBRUARY 19, 1998

RECOMMENDATION:

MOVED BY _____ SECONDED BY _____
THAT THE PERSONNEL REPORT DATED FEBRUARY 19, 1998
BE ADOPTED AND THE RECOMMENDATIONS CONTAINED
THEREIN BE APPROVED.

Approved for distribution
by the Director.

Signature: _____

Date: _____

1998.02.17

SECTION I K. Croxall, Superintendent of Schools**A. APPOINTMENTS AND TRANSFERS - nil****B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS****1) Retirement**

- a) That in accordance with Article 17.02(b) of the Elementary Collective Agreement, it is recommended that the retirement of **ANNE MARLENE COOKE**, Teacher at Green Acres School be accepted, effective March 31, 1998.

C. LEAVES OF ABSENCE**1) General Leaves**

- a) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **WENDY PHELPS**, Teacher at Billy Green School, be granted a .1 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).
- b) That a leave is granted to **DEBORAH SMITH**, Teacher at Bell-Stone Public School, effective May 18, 1998 to November 6, 1998 inclusive (25 weeks).
- c) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **DEBORAH SMITH**, Teacher at Bell-Stone Public School, be granted a .5 general leave of absence, without pay or allowances, effective November 9, 1998 to August 31, 1999 inclusive (42 weeks and 2 days).
- d) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **RUTH-ELLEN SMITH**, Teacher at Janet Lee Public School be granted a general leave of absence, without pay or allowances, effective February 19, 1998 to August 28, 1998 inclusive (27 weeks and 1 day).
- e) That a leave is granted to **SANDRA GOEHNER**, Teacher at Tapleystown Public School, effective May 8, 1998 to November 2, 1998 inclusive (25 weeks and 1 day).

D. PROBATIONARY AND PERMANENT CONTRACTS

The Board is informed that the following Elementary Teacher has been granted a probationary contract effective February 11, 1998:

PATRICIA PERCY, Green Acres Public School

E. OTHER MATTERS REQUIRING BOARD ATTENTION - nil**SECTION II W. Joudrie, Superintendent of Schools****A. APPOINTMENTS AND TRANSFERS - nil****B. RESIGNATIONS, RETIREMENT AND TERMINATIONS****1) Retirement**

a) That in accordance with Article 17.02(b) of the Elementary Collective Agreement, it is recommended that the retirement of **BEATRICE KLINCK**, Teacher at Sheffield Public School be accepted, effective June 30, 1998.

C. LEAVES OF ABSENCE**1) General Leave**

a) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **ANNETTE GRAVELLE**, Teacher at Mary Hopkins Public School be granted a general leave of absence, without pay or allowances, effective April 2, 1998 to June 26, 1998 inclusive (12 weeks and 1 day).

D. PROBATIONARY AND PERMANENT CONTRACTS - nil**E. OTHER MATTERS REQUIRING BOARD ATTENTION - nil****SECTION III K. Waters, Superintendent of Schools****A. APPOINTMENTS AND TRANSFERS - nil****B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS****1) Retirements**

a) That in accordance with Article 17.02(b) of the Secondary Collective Agreement, it is recommended that the retirement of **ERNEST ZWICK**, Teacher at Saltfleet District High School be accepted, effective January 31, 1999.

b) That in accordance with Article 17.02(b) of the Secondary Collective Agreement, it is recommended that the retirement of **NORMAN DECKERT**, Teacher at Saltfleet District High School be accepted, effective June 30, 1998.

c) That in accordance with Article 17.02(b) of the Secondary Collective Agreement, it is recommended that the retirement of **HENRY VEENSTRA**, Teacher at Saltfleet District High School be accepted, effective January 31, 1999.

C. LEAVE OF ABSENCE

1) General Leave

a) That a leave is granted to **REBECCA SOUTHERN**, Teacher, Parkside High School, effective March 9, 1998 to May 15, 1998 inclusive (10 weeks).

D. PROBATIONARY AND PERMANENT CONTRACTS

The Board is informed that the following Secondary Teachers have been granted probationary contracts effective February 9, 1998:

MARCI AITKEN, Waterdown District High School
BRENT FRENCH, Orchard Park Secondary School
STANLY KARABELA, Saltfleet District High School
DAN KNEZEVIC, Saltfleet District High School
ROGER ZSIROS, Saltfleet District High School

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION IV D. Russon, Interim Superintendent of Human Resources
--

A. APPOINTMENTS AND TRANSFERS

1) Promotions

That **RONALD ORME**, Secondary Teacher, be appointed to the position of Acting Assistant Head of Department (Vocational), effective March 2, 1998, with salary according to the salary schedule.

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS

1) Resignations

That the resignation of **BRADLEY RICH**, Elementary Teacher, approved at the January 1998 meeting, be rescinded.

C. LEAVES OF ABSENCE**1) General Leaves**

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

LISA CARROLL, Elementary Teacher, June 1, 1998 to December 31, 1998

MICHAEL CHEESEMAN, Caretaking and Maintenance Staff, February 9, 1998 to June 9, 1998

ELYSIA DYWAN, Secondary Teacher, May 4, 1998 to November 6, 1998

SUSAN K. MACKRORY, Elementary Teacher, March 16, 1998 to September 7, 1998

BRADLEY RICH, Elementary Teacher, February 2, 1998 to August 31, 1999

2) Reduced Workload Leave of Absence

That the requests of the following teaching staff for a Reduced Workload Leave of Absence, effective as shown, be approved:

NANCY KOEGLER, Elementary Teacher, 1.0 to .6, April 1, 1998 to August 31, 1998

DONNA MULLIGAN, Secondary Teacher, 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2), February 4, 1998 to August 31, 1998

KATHERINE SCARTH, Secondary Teacher, 4/6 to 3/6 (3/3 Sem. 1 only) February 4, 1998 to August 31, 1998

3) Leave Extensions

That the requests of the following staff for an extension of their Leave of Absence, effective as shown, be granted:

SHARYN GAGNE, Elementary Teacher, September 1, 1998 to August 31, 1999

CYNTHIA PHILIP, Elementary Teacher, March 30, 1998 to March 29, 2000

4) Return from Leave of Absence

That the following staff be returned from Leave of Absence, effective as shown:

DARLENE DI SALVIA, Elementary Teacher, March 2, 1997

NANCY KOEGLER, Elementary Teacher, April 1, 1998 (.6)

LORELEI PREVEC, Elementary Teacher, February 16, 1998

D. PROBATIONARY AND PERMANENT CONTRACTS**1) Probationary Staff**

That the following be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

HEATHER BULL, Educational and Lunchroom Assistant Staff (.5), January 19, 1998

JANE GARBARZ, Educational and Lunchroom Assistant Staff, January 19, 1998

JASON HAYES, Educational and Lunchroom Assistant Staff, January 19, 1998

SUSAN KEENAN, Educational and Lunchroom Assistant Staff, January 19, 1998

ELIZABETH ORSZANSKI, Secondary Teacher, March 2, 1998

E. OTHER MATTERS REQUIRING BOARD ATTENTION**1) Timetable Changes**

That the timetable change of **JOAN DABOR**, Educational and Lunchroom Assistant Staff, from .5 to 1.0, effective November 21, 1997, with salary according to the salary schedule, be approved.

2) Other

That the request of **JOHN FREDETTE**, Secondary Teacher, to relinquish his position of Assistant Head of Department, Vocational, effective March 2, 1998, be approved.

#6

1998 02 17

Approved for distribution
by the Director.

Allan Greenleaf

1998.02.

MEMORANDUM

TO: Allan Greenleaf, Director of Education & Secretary

FROM: Don Grant, Superintendent of Business & Treasurer
Deborah Russon, Manager, Employee Relations

RE: Staff Placements

In accordance with the Board approved Placement Process, please be advised of the following staff placements:

1. Michael Burjaw has been placed in the position of Manager of Purchasing effective March 2, 1998.
2. Len Dixon has been placed in the position of Manager, Computer Services effective August 31, 1998.

TERMS OF REFERENCE - EDUCATION COMMITTEE

The Education Committee has the responsibility for advising the Board on specific aspects of the education of the students of The Hamilton-Wentworth District School Board and for the development, maintenance, and review of all programs and services offered by the Board in the areas of communications, system administration and human resource deployment.

In particular, the Committee will be responsible for the following actions, subject to the approval of the Board:

1. Receipt and discussion of briefs from any individuals, groups, or delegations, followed by appropriate disposition of said briefs.
2. Receipt and commentary upon reports and recommendations as may be brought by the administration, any program committee, or School Council.
3. Review and approval of the annual school year calendar and/or professional development programs for staff.
4. Researching, developing, planning, implementing, and evaluating all aspects of new development projects, including program curriculum and special services, financial considerations and building modifications.
5. Proposals for new technology in the classroom.
6. Evaluation and review of existing curricula and programs on an on-going basis.
7. Selection of appropriate textbooks and other learning resources
8. Program and service delivery.
9. Review and recommendation of format and content of Board publications, where applicable.
10. Development of a yearly schedule of educational presentations to the Board.
11. Monitoring of performance review procedures for principals, classroom teachers, and support staff.
12. Student Discipline Codes.
13. Development of the underlying philosophy by which human resource policies and practices are measured, and for supervising the implementation and evaluation of these policies.

14. Human Resource planning and development.
15. Effective policies of affirmative action/employment equity and pay equity.
16. Job descriptions and job evaluations.
17. Submission of an annual report to the Board outlining the status of Committee work and predicting future Committee concerns.
18. Recruitment, hiring, regulation, discipline, censure, and dismissal of staff.
19. Deployment of all staff within the schools.
20. Development and review of productivity and performance evaluation system.
21. Direction for staff professional development.
22. Ensuring appropriate recognition of staff.
23. Ensuring adequate working conditions.

TERMS OF REFERENCE - BUSINESS COMMITTEE

The Business Committee has the responsibility for advising the Board on specific aspects relating to properties and finances of The Hamilton-Wentworth District School Board, in accordance with the Education Act and the policies of the Board.

In particular, the Committee shall:

1. Review the Capital Expenditure Multi-Year Forecast, including supporting documentation, prior to Board approval and submission to the Ministry of Education and Training, as required.
2. Ensure that all existing policies are strictly adhered to as they affect the work of this committee.
3. Monitor the planning and construction of new buildings and additions or alterations to existing buildings.
4.
 - (a) Initiate and monitor the disposal of surplus properties as determined by the Board;
 - (b) Initiate and monitor the disposal and transfer of surplus equipment.
5. Monitor existing and future school needs with respect to student population and the provision of education.
6. Recommend to the Board any possible closure of Board-owned facilities.
7. Review the Board's Transportation Policy and Regulations. Any amendments and revisions are to be completed and approved no later than the 15th day of April in each year.
8. Review all transportation contracts.
9. Authorize any studies the Committee feels necessary to maintain a safe, efficient, and economical transportation system.
10. Continue to monitor the efficiency of the procedures by which parents, carriers, and drivers are notified of adjustments in the bus schedules precipitated by inclement weather.
11. Seek Board ratification of any change in transportation which is outside of Board policy and which is in excess of one thousand dollars.
12. Committee shall appoint a representative from its members to sit on the School Transportation Safety Committee.
13. Make recommendations to the Board regarding:
 - (a) the investment and borrowing of funds;
 - (b) the provision of bursaries and scholarships and other awards for attainment by pupils of the schools within the jurisdiction of the Board;
 - (c) the administration of all trust funds of the Board;

- d) the supervision of the books, accounts, documents, vouchers, money, debentures, and securities of the Board, and all funds collected in or by the schools for any purpose whatsoever;
 - (e) regulation of internal controls connected with the receipt and payment of money;
 - (f) ensuring that proper security of the specified officials has been obtained in accordance with Sections 198(2) and (3) of the Education Act;
 - (g) school accommodation;
 - (h) purchase, maintenance, rental, and sale of school properties and buildings;
 - (i) provision for adequately insuring the buildings and equipment of the Board and for insuring the Board and its employees and volunteers who are assigned duties by the principal against claims in respect of accidents incurred by pupils while under the jurisdiction or supervision of the Board.
14. Review all items with financial implications which must be referred to the Business Committee from other committees before submission to the Board.
15. Consider any other financial matters within the jurisdiction of the Board and report to the Board at regular intervals.

8-4

TERMS OF REFERENCE - SALARY COMMITTEE

It shall be the responsibility of the Salary Committee to:

1. Conduct negotiations with appropriately designated employee groups.
2.
 - (a) Report to the Board on progress in negotiations at each regular Board meeting.
 - (b) Submit all agreements reached between the employee groups and the Salary Committee to the Board for ratification.
3. Review and make recommendations to the Board about matters arising from legislation.
4. Recommend to the Board outside assistance for negotiations and the person or persons to be used.
5. Receive from the Director of Education and/or the appropriate administrative staff a complete review of each collective agreement prior to the commencement of negotiations with any employee group.
 - (a) Such review shall make specific recommendations about each clause in the collective agreement for Board consideration.
 - (b) The Board shall authorize and endorse a coherent management position derived from the study of each clause prior to the commencement of negotiations.
 - (c) The Board position shall provide clearly-stated objectives to be achieved during the negotiations for the guidance of the Salary Committee.
6. Meet with the Director and/or appropriate administrative staff when deemed appropriate, during any set of negotiations, in order to maintain close liaison with the administration.
7. Maintain close liaison with the Ontario Public School Boards' Association so that committee members may be fully informed about new developments in negotiations across the province.
8. Consider matters referred by the Board, by other Standing Committees, or by the administration which may be related to, but not necessarily specified in, employee group collective agreements.
9. Review and recommend salary and benefit adjustments for all non-union administrative employees.
10. Review and make annual recommendations to the Board with respect to the salary policy determination for non-union administrative employees.

REGULATIONS FOR DELEGATION PRESENTATIONS
TO BOARD/COMMITTEE

1. A request from an individual or group to appear before the Board/Committee must be made in writing to the Secretary of the Board and should include the nature of the request, at least six days in advance of the Board/Committee meeting.
2. Delegations must submit their presentations in writing and provide sufficient copies (50) to the Secretary of the Board no later than the Monday afternoon prior to the meeting. Individuals who have difficulty in creating a written submission will be offered appropriate support through the Director's office.
3. If a subsequent opportunity to make a presentation is requested, the individual or group must provide evidence that the material is new and additional to the original presentation. Such evidence is to be provided to the Secretary of the Board for review by the Board/Committee Chairman.
4. Presentations are expected to follow the outline of concerns identified in the written submission. If the material presented differs substantially from the written submission, the Chairman has the right to call an immediate recess in order to clarify the situation.
5. Presentations should not exceed fifteen minutes in length, exclusive of questions for clarification. Extensions to this timeline may be granted by Board/Committee direction.
6. Members of delegations may add comments for clarification.
7. Trustees may ask questions for clarification, without comment pro or con with respect to the issue in general.
8. Any motion shall not be introduced by any members until the matter has been thoroughly discussed. This discussion may take place either at the end of the agenda or at a subsequent meeting.
9. Appreciation will be extended to the delegation and invited to be in attendance during discussion of the matter.
10. The Board/Committee will continue with the next item of business.
11. Alternatively, the Board may, by a 2/3 majority, vote to suspend the Rules of Order temporarily in order to consider the issue immediately following the delegation's presentation.

11

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

P.O. Box 2558, 100 Main Street West, Hamilton, Ontario L8N 3L1

Telephone (905) 527-5092

Fax (905) 521-2539

M E M O R A N D U M

TO: Trustees

FROM: The Director of Education

RE: School Trips

Recommended Action:

It was moved by _____, seconded by _____ that the following trip requests be approved:

- (a) Grades 6-8 - Chedoke School - Ski Trip, Mt. St. Louie, Barrie on March 4, 1998;
- (b) Grades 4-5 - Holbrook School - Camp Wanakita from May 11 to 13, 1998 inclusive;
- (c) Grades 7-8 - Norwood Park School - St. Donat, Quebec from March 8 to 11, 1998 inclusive;
- (d) Grade 8 - Westview School - Ottawa from June 9 to 12, 1998 inclusive;
- (e) Grades 9-10 - Delta, Sir Allan Macnab, Sir John A. Macdonald, Westdale Schools - History Trip from April 15 to 17, 1998 inclusive;
- (f) Grades 11-OAC - Hill Park School - Integrated Arts Field Study, New York City from May 27 to June 1, 1998 inclusive;
- (g) Grades 11-OAC - Sherwood School - History Trip, Washington, D.C. from April 30 to May 3, 1998 inclusive;
- (h) Grades 10-OAC - Sherwood School - International Music Festival Competition, Cleveland, Ohio from May 8 to 11, 1998 inclusive;
- (i) Grade 9-10 - Westdale School - History Trip, Ottawa from April 15 to 17, 1998 inclusive.

Rationale:

As per policy.

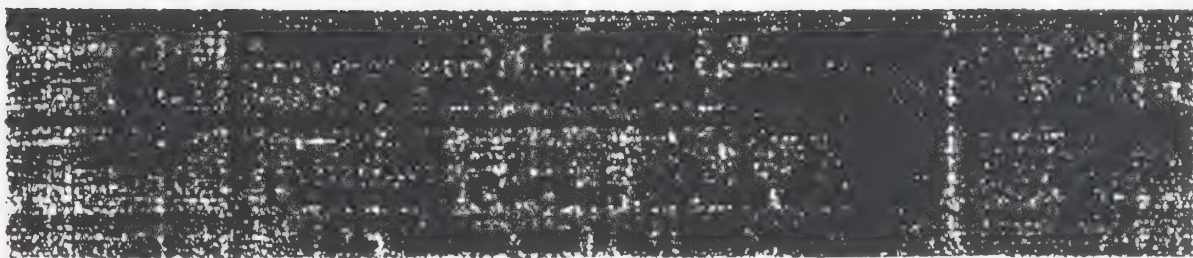
Feb. 19/98

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C O R R E S P O N D E N C E

COMMITTEE OF THE WHOLE
1998 02 19

JAN 28 1998



January 28, 1998.

Mr. Allen Greenleaf
Director, Hamilton-Wentworth District School Board
Fax (905) 521-3539

Re: School Board Representation to the Community Liaison Committee (CLC)

Dear Mr. Greenleaf:

During the Taro East Quarry Landfill Environmental Assessment, the local school boards were asked to participate as commenting agencies. The public school board requested that they have a seat on the CLC. This request was conditionally granted and Mr. John Davidson served on the CLC for the year 1997. Mr. John Davidson made significant contributions to the CLC and his presence will be missed.

The CLC conducts monthly meetings. At the December meeting, Mr. Davidson indicated that the new amalgamated public school board would like to continue its presence on the CLC. The committee as a whole endorsed this request unanimously and will be writing to the Regional Director of the Ministry of Environment to amend the Taro East Landfill Certificate of Approval to incorporate permanency with the public school board seat.

Please respond by February 12, 1998 as to whether you or your designate will be participating. I will forward the representative's name to the Ministry of Environment and amend the CLC's mailing list accordingly. (Note: The CLC will be meeting Feb. 25 @ 6:00pm at Stoney Creek City Hall).

Sincerely,

C. D'Angelo

Cc ✓Members of the CLC
✓Mr. Hardy Wong, Regional Director, Ministry of Environment

12-1



January 28, 1998

✓Mr Hardy Wong
Regional Director
Ministry of Environment
Fax (905) 521-7820

Re: Public School Board Seat on the Community Liaison Committee (CLC).

Dear Mr Wong,

At the December 1997 meeting of the CLC, it was unanimously endorsed by committee members that the Public School Board continues with its representation on the CLC.

In order to accommodate this seat, an amendment of the Taro East Landfill Certificate of Approval No. A-181008 may be required. Please reply if an amendment to Condition #72 is indeed required.

Sincerely,

C. D'Angelo

Cc ✓Members of the CLC
Mr Allen Greenleaf, Director, Hamilton-Wentworth District Public School Board



ST. PETER'S
HOSPITAL

#13

88 Maplewood Avenue, Hamilton, Ontario Canada L8M 1W9

Tel: (905) 549-6525 Fax: (905) 545-0822

January 21, 1998

Jane Allison
Public Relations Officer
The Board of Education
100 Main Street West
P.O. Box 2558
Hamilton, Ontario L8N 3L1

Dear Ms. Allison:

Further to your telephone conversation with Wendy Brawn, please find enclosed, a sample of our public relations materials for our "Stand up for Seniors" Campaign.

It would be greatly appreciated if you could obtain approval for the distribution of these materials in the elementary and high schools in Hamilton.

Please call me at 549-6525, Ext. 2229, at your earliest convenience regarding our request. Your consideration to this matter is most appreciated.

Yours sincerely,

A handwritten signature in cursive script, appearing to read "Lynne M. Clark".

Lynne M. Clark
Assistant
Board of Directors

Encl.



A Non-Denominational Research & Teaching Facility Affiliated With
McMaster University

Mohawk College



Facts About St. Peter's Hospital

The only hospital in Hamilton-Wentworth dedicated to providing seniors' health care, St. Peter's Hospital is renowned across Canada for its excellent inpatient, outpatient and community health programs.

It is an academic centre involved in teaching and research, affiliated with McMaster University's Faculty of Health Sciences, Mohawk College and other post-secondary institutions.

St. Peter's provides a range of specialty programs and services, including:

- Major Systems/Palliative Care (34 beds)
- Rehabilitation (34 beds)
- Complex Continuing Care (136 beds)
- Behavioural Health* (80 beds)
- Community Services:
 - Chiropody Clinic
 - Falls Clinic
 - Seating Clinic
 - Geriatric Assessment Clinic
 - Movement Disorders Clinic
 - Seniors' Dental Clinic
 - Outpatient Rehabilitation Services - including Easy Street Day Hospital

*this program serves patients from across Central West Ontario

Heath Services Restructuring Commission Issues for St. Peter's

The report of the Health Services Restructuring Commission does not address the specific health needs of the elderly in our community. The commission is directing the closure of the region's only geriatric hospital, St. Peter's by April 30, 2000. The Board of Directors of St. Peter's Hospital intends to vigorously oppose this decision. The board believes that our community needs an integrated system of care for seniors led by one organization.

Here are our major concerns with the commission's directives for St. Peter's:

- The highest growth rate in Ontario will be in the 74 - 85 age group, but the commission's report does not address seniors' health issues.
- The commission has decided to close the only facility in Hamilton-Wentworth dedicated exclusively to seniors, and to fragment St. Peter's inpatient, outpatient and community outreach services across two acute hospital sites.
- The commission recognizes there is a need for specialty care that is consolidated and provided by one organization in such areas as pediatrics, women's health, cardiac care, etc. But it does not recognize that seniors also have special health care needs - which can best be delivered by one organization providing a range of health care services.
- With only three levels of inpatient care identified in the report - acute care, complex continuing care and long-term care - many seniors who need hospitalization will not fit into these categories. Many patients who now receive chronic care at St. Peter's do not require more expensive acute or complex continuing care, but do need more care than is provided in a long-term care facility.
- By directing that St. Peter's be closed, the commission is destroying an academic centre dedicated to seniors' health issues. There is no mention in the report about the importance of ongoing research and teaching on aging and health, now underway at St. Peter's.
- St. Peter's has over 70 years of special expertise in the care of seniors, expertise which must be preserved for the benefit of this community.
- For Hamilton-Wentworth, the commission suggests that complex continuing care patients (primarily seniors) are best served in acute care facilities, yet in Ottawa-Carleton, London and Metro Toronto, the commission recommends that complex continuing care be provided at non-acute hospital sites.

- Acute care facilities focus on diagnosing and curing. Complex continuing care focuses on maintaining quality of life in an appropriate and comfortable environment.
- The commission states that complex continuing care patients require the types of services that only acute hospitals provide. Yet, very few patients at St. Peter's who fit the definition for complex continuing care actually need these acute services.
- The unique needs of seniors with Alzheimer's disease and other dementias are not addressed. The commission says the 80 patients in St. Peter's Behavioural Health Program can be cared for in long-term care facilities. However, these patients will require more resources than what is provided by the long-term care system.
- The commission says St. Peter's building would be the second most costly in the city to renovate. In fact, St. Peter's, built in 1975, is the second newest hospital in Hamilton and would be the second least costly to renovate.
- The cost of adding facilities at both St. Joseph's Hospital and the Hamilton Health Sciences Corporation to accommodate St. Peter's patients is higher than having seniors' health programs all in one place at the St. Peter's site.
- The Peter's site provides easy and safe access for patients, their family members and friends. It is centrally located, offers ample free parking and is fully wheelchair accessible.



ST. PETER'S HOSPITAL

88 Maplewood Avenue, Hamilton, Ontario Canada L8M 1W9

Tel: (905) 549-6525 Fax: (905) 545-0822

NEWS RELEASE

January 16, 1998

St. Peter's Launches "Stand Up for Seniors!" Campaign

HAMILTON - St. Peter's Hospital today officially launched a campaign to raise community awareness about the issues facing the future delivery of health care for seniors in Hamilton.

The campaign has been developed as a result of an interim directive by the Health Services Restructuring Commission to close St. Peter's and distribute its inpatient, outpatient and community services programs across two acute hospital sites.

For 70 years, St. Peter's has been taking a lead in health services for seniors in Hamilton-Wentworth. "No other health care facility in this community has a mandate to provide a range of services exclusively for seniors, and because of this we believe we have a unique role to play in advocating for the health care needs of seniors now and in the future," says Jane Milanetti, chair of the hospital's Board of Directors. "Our issues are much bigger than simply being concerned with our own self interest of keeping the St. Peter's site open," she says. "We are not worried about bricks and mortar. We believe we need to convince the restructuring commission and the Ministry of Health that elderly people in this community need and deserve an integrated system of health care led by one organization."

Ms. Milanetti says the hospital board wants to "Stand Up for Seniors and Support St. Peter's" and is hoping to rally community support.

"Since the restructuring commission issued its directives, we have been flooded with calls and letters from people in the community who support our cause," she says. "We'd like to consolidate and focus that support to influence the commission and the provincial government to properly deal with the health care needs of our seniors." The hospital is also looking to educate the community about what the restructuring commission's decisions will mean to seniors in Hamilton-Wentworth.

Committees comprised of hospital staff, patients, family members, volunteers, local business and individuals have been formed to work on a number of fronts - from conducting letter-writing campaigns to organizing speaking engagements, raising funds, holding special events and distributing posters, brochures, buttons and bumper stickers.

For more information contact Tricia Hellingman or Lillian Badzioch, Public Relations Department, St. Peter's Hospital, 549-6525, ext 2348.



A Non-Denominational Research & Teaching Facility Affiliated With
McMaster University

Mohawk College



SUGGESTED NEWSLETTER ARTICLE

Seniors' Health Care in Jeopardy

St. Peter's Hospital is looking for community support in its efforts to ensure that seniors in Hamilton-Wentworth and beyond receive a high quality of health care in the years to come. The hospital's concerns stem from a directive from the Health Services Restructuring Commission that St. Peter's be closed, and its inpatient, outpatient and community services for seniors be dispersed among two acute hospital sites.

St. Peter's is the only hospital in the region that provides a range of services specifically for the health care needs of seniors. While the commission had an opportunity to integrate the seniors' services at St. Peter's with the geriatric health services being provided in other sites across the city, it decided instead to fragment them further. The commission is directing that St. Peter's programs be split among the St. Joseph's and Henderson hospital sites.

St. Peter's Board of Directors is voicing strong opposition to the commission's directive. The board feels very strongly that seniors' health care in Hamilton-Wentworth should be integrated and led by one organization, in the same way that there is, for example, one Children's Hospital in the region, one place to go for cardiac care, one program for kidney disease treatment, and one hospital that provides expertise in women's health. St. Peter's is also concerned that its special expertise and renowned geriatric teaching and research programs not be destroyed as a result of the commission's directives.

The hospital board has launched a campaign to "Stand Up for Senior, Support St. Peter's" and get its message out to the community, the restructuring commission and the provincial government.

"No other health care facility in this community has a mandate to provide a range of services exclusively for seniors, and because of this we believe we have a unique role to play in advocating for the health care needs of seniors now and in the future," says Jane Milanetti, chair of the hospital's Board of Directors. "Our issues are much bigger than simply being concerned with our own self interest of keeping the St. Peter's site open," she says. "We are not worried about bricks and mortar. We believe we need to convince the restructuring commission and the Ministry of Health that elderly people in this community need and deserve an integrated system of health care led by one organization."

"Since the restructuring commission issued its directives, we have been flooded with calls and letters from people in the community who support our cause," she says. "We'd like to consolidate and focus that support to address the health care needs of our seniors."

Members of the community are being asked to wear "Stand-Up for Seniors" buttons, put up posters and write letters in support of a system of seniors' health care. Specifically, you can help

#13-6

by calling the "Stand Up for Seniors Hotline" at 549-6525 ext. 2600 to volunteer your assistance, and by writing letters to the people listed below. Your support is needed to help preserve seniors' health care in our community.

The Honourable Michael Harris
Premier of Ontario
Room 281, Legislative Building
Queen's Park
Toronto, Ontario M7A 1A1
Fax #: 416-325-7578

The Honourable Elizabeth Witmer
Minister of Health
Hepburn Block, 10th Fl.
80 Grosvenor St.
Toronto, Ontario M7A 2C4
Fax: 416-327-3790

Dr. Duncan Sinclair, Chair
Mark Rochon, CEO
Dr. Maureen Law and Mr. Daniel Ross, Lead Commissioners, Hamilton-Wentworth
Health Services Restructuring Commission
12th Fl. 56 Wellesley St. West
Toronto, Ontario M5S 2S3
Fax: 416-327-5689

#14



Hamilton Association for Community Living

191 York Blvd.
Hamilton, Ontario L8R 1Y6

Telephone 528-0281
Fax 528-5156

January 21, 1998.

OFFICE OF THE

HAND DELIVERED.

JAN 22 1998

Mr. Al Greenleaf,
Director & Secretary,
Hamilton-Wentworth Public
Board of Education,
100 Main Street West,
Hamilton, Ontario.
L8N 3L1.

DIRECTOR OF EDUCATION

Dear Mr. Greenleaf:

The Hamilton Association for Community Living provides supports and services to over 800 individuals with developmental handicaps in the following services:

- Pre-school
- Family Support/Respite Care
- Vocational Training
- Residential Support
- Supported Leisure Opportunities

We are pleased to announce that Nestlé "Chocolate, Chocolate '98" will be taking place on April 3, 4 & 5, 1998 (the weekend before Easter), on two levels at Lime Ridge Mall, 999 Upper Wentworth, Hamilton. This fund raising event also allows our Association to raise awareness and promote the contribution the individuals we support make to their community.

Last year's festival attracted over 122,000 people and is a chocolate lover's fantasy come true. 1998 marks the fourth year for this mouth-watering festival, which has grown more successful each year.

Our newest feature this year is the "Great Chocolate Weigh In" and we are writing to invite your participation. The purpose of this feature is to educate children (in a new way) about our Association and sharing with others.

Note to Trustees: Although commendable, there may be product advertising concerns may exist within this proposal.

HH



Member of
Canadian Association for Community Living
Ontario Association for Community Living

#141-1

2.

Our goal is to collect 500 lbs. of chocolate during the festival and your participation can help us achieve this goal. The chocolate will be donated to local food banks.

On Friday, April 3rd, we would like children from grades 1 to 6 from the schools to join us. The invitation may be extended to all schools, however, should transportation be an issue, you may wish to ask the schools in the Lime Ridge area only.

We would like to schedule classes for Friday, April 3rd starting at 10:00 A.M. to 2:00 P.M. Classes will be encouraged to bring an item of wrapped chocolate to Lime Ridge Mall and deposit it in a bin on an industrial weigh scale. Each child will receive a free sample of Nestlé product, visit Chocoland and decorate a cookie in Chocoart.

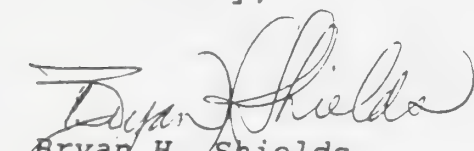
Teachers will need to plan to be in Lime Ridge Mall for approximately one hour. We would like each class to have their photo taken as a group donating the chocolate.

The media has been invited and we plan to have coverage for this feature.

Should you have any questions, or require further information, please do not hesitate to call my Administrative Assistant, Mimma Musitano, who will be co-ordinating the scheduling of classes.

We would appreciate a response by February 9th, so that we may proceed with the necessary arrangements. Thank you in advance for your consideration.

Yours truly,


Bryan H. Shields,
Executive Director.

BHS:mm
encls.

cc Dr. J. Tomlinson.

What You Can Do

Volunteer - You can use your skills and interests in a number of ways, such as: providing one-to-one support and friendship; helping with special events; assisting with children's or adults' recreation; and participating on committees or as a member of the board of directors.

Learn and share - Even if you can't volunteer your time; you can still help. Become informed about people with developmental disabilities, and tell your friends and family what you have learned. Tell them that people with developmental disabilities are good friends, neighbours and employees. Encourage others to give them a chance to demonstrate their skills and abilities.

Membership - Become a member of our Association, we welcome your participation.

For more specific information, please contact us at:

Tel. (905) 528-0281
Fax (905) 528-5156



Hamilton Association for
Community Living
191 York Blvd.,
Hamilton, Ontario. L8R 1Y6

Hamilton Association for Community Living
191 York Boulevard
Hamilton, Ontario
L8R 1Y6



Hamilton Association For Community Living

*Working with a caring community to
support individuals with developmental
disabilities and their families.*

Telephone (905) 528-0281
Fax (905) 528-5156



a united way member agency

#142

Who We Are

The Hamilton Association for Community Living is one agency within a federation of 118 local associations across Ontario consisting of 21,000 members. Our Association works with and on behalf of children and adults who are identified as having a developmental disability.

How We Started

Parents of children with developmental disabilities often found it difficult to get the supports they required to raise their children at home. They formed local associations (the first was organized in 1948) in an effort to share their personal knowledge and combine their resources.

In 1953, our Association was incorporated and joined forces with other local associations to create a provincial association. The mandate was to help other local groups to organize, to promote the education and training of children with developmental disabilities, to educate the public and to ensure that the people we serve have an effective voice with the provincial government.

Since then, the Community Living movement has expanded its focus to include children and adults with developmental disabilities.

About Our Name

The words "Community Living" reflect the growing understanding that the right to live a fully integrated life within the community — to live, to go to school, to work, to enjoy leisure and recreation, and to be active in retirement — belongs to everyone.

Our Goal

The goal of H.A.C.L. is: that all persons live in a state of dignity, share in all elements of living in the community, and have the opportunity to participate effectively.

What We Do

We provide support and service to:

Individuals and families - Linking them with the resources they need to access home and community supports.

Providing direct services/ supports including:

- Vocational/Day Programs
- Pre-School & Family Support
- Special Services at Home
- Respite Care
- Residential Services
- Leisure Activities
- Volunteer Resources

Planning Processes - Representing the interests of people with developmental disabilities on program committees at community colleges, universities, advocacy coalitions, parents' groups and government advisory boards.

Government - Working on behalf of people with developmental disabilities to influence the development of policies and implementation of programs at the ministerial and legislative level. For example, we are active in lobbying for individualized support for adults, special services at home for children, and integrated education.



Hamilton Association For
Community Living

MEMBERSHIP REGISTRATION

APRIL 01 - MARCH 31

PLEASE PRINT

NAME _____

ADDRESS: _____

CITY: _____

POSTAL CODE: _____

PHONE: _____

MEMBERSHIP CATEGORY

REGULAR MEMBER ☐ (\$10.00)

ASSOCIATE MEMBER ☐ (\$10.00)

FAMILY MEMBERSHIP ☐ (\$15.00)

AGENCY MEMBER ☐ (20.00)

DONATION \$ _____ (a receipt will be forwarded) TOTAL \$ _____

PAYMENT

VISA ☐ MASTERCARD ☐ CHEQUE ☐ (payable to HACL)

Card Number: _____

Expiry Date: _____

Signature _____

• Staff

INFORMATION:

- ☐ Please send me information regarding your services
- ☐ Please send me information regarding volunteer opportunities
- ☐ Please have one of your speakers contact me about a presentation

FOR OFFICE USE ONLY

CARD # _____

RECEIPT # _____

#M-3



GIVE IN TO YOUR CHOCOLATE CRAVING!

Nestlé "Chocolate, Chocolate '98"
April 3-5, 1998 Lime Ridge Mall, Hamilton

Indulge your senses! Chocolate features for all:

- ChocoLane - visit the vendors for your Easter purchase
- Chocolate Raffle - your chance to win great prizes, including a diamond ring or cruise
- ChocoTreats - free samples • Wheel of Chocolate - win chocolate prizes
- ChocoArt - children play bingo with Smarties and decorate cookies
- Great Chocolate Weigh In - donate a chocolate item for local food banks
- Life By Chocolate - demonstrations • Nestlé Smarties Guess - free draw and much more!!

Free admission • Free parking

Proceeds to benefit the Hamilton Association for Community Living 
a non profit agency supporting children and adults with developmental disabilities.

For more information, please call 905-528-0281



Sponsored in part by

102.9
K-Lite FM
Continuous Light Hits!

Lime Ridge Mall
It makes sense

**DIVERSE COMMUNITY ACHIEVEMENT CENTRE
OF HAMILTON AND REGION, INC.**

**859 King Street East, Hamilton, Ontario L8M 1B5
(905) 543-0222**

15 January, 1998

Mr. Allan Greenlef
WENTWORTH BOARD OF EDUCATION
358 Wilson Street East
Ancaster, Ontario
L9G 4B7

Dear Mr. Greenlef:

First and foremost, the Board of Directors and staff of DCA (formerly BYA) wish you and your family all the best in the New Year. 1998 promises to be an exciting year for us as we enter our first full year under our new corporate identity and mission. The past year brought us many changes and accomplishments, including:

- Approval at our Annual General Meeting in June of the new constitution, including the name change from Black Youth Achievements of Hamilton Region. The name change was prompted by the extension of many of our government-sponsored training programs to youth from a variety of minority communities. The focus of our activities still remains helping disadvantaged Black and immigrant youth.
- The Executive Director since our inception, Ms. Inez Daly, has left our staff to pursue personal goals. As one of the founders and the main driving force behind BYA, we owe her a debt of gratitude for her dedication over the years, and wish her well. The functions of Executive Director is being filled temporarily by volunteer staff and members of the Board.
- In 1997, DCA ran its first Entrepreneurs clinic, funded by Human Resources Canada. Twenty youth received training and counseling in setting up their own businesses. We have applied for funds to run another clinic in 1998.
- Our first charity golf tournament, the BYA Diversity Golf Classic, was held at Kings Forest Golf Course with the participation of golfing great, Lee Elder. More than 50 golfers were on hand for this inaugural fundraising event. The Classic is being organized for June 1998 at a date to be announced later. Golfers, please mark this event on your calendar and plan to join us.
- The 1997 Summer Camp (Major Sponsors: Berkshire Investment Group and the Dofasco Employee Donation Fund) was a success and the Teen Buddies (mentoring) program served a respectable number of youngsters last year. The student tutorial (Major Sponsor: Berkshire I.G.), culture-sensitive counseling (Major Sponsor: United

Way, Burlington, Hamilton-Wentworth) and mentorship (run jointly with African Caribbean Students Association, McMaster University) programs continue to be available to those needing them. There are still a few places left in the tutoring program (see enclosed information sheet).

We plan to keep you informed and involved in our community's main youth-oriented charity in the coming year, including a regular newsletter and, possibly, an Internet web-site.

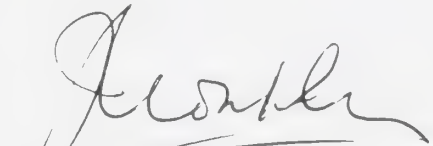
We are re-organized to serve the needs of our young people in helping them make the transition to adulthood. However, to offer our programs in the most efficient manner, we depend on your moral and financial support. Although some of our core programs have major corporate sponsorship or government funding, many of our services do not, and we must rely on membership subscriptions, volunteers, and community fundraising activities to meet these needs. Volunteers are needed to work on the newsletter / web page, administration of the Centre, and student transport. In particular, we need your financial support to provide the space necessary and the support / co-ordinating staff for these programs.

We therefore ask you to renew your commitment by renewing your membership for 1998 (form included) and to consider adding whatever additional funds you can as a charitable donation. We are a registered charity, so you will promptly receive a tax creditable receipt for your total contribution. Please note that Revenue Canada has extended the deadline for 1997 tax-creditable donations until January 31, 1998.

Thank you for your continuing support and we wish you all the best in 1998.



Fred A. Ofosu, President



John P. Coakley, Vice President
Chair, Fundraising Committee

Board of Directors 1998:

Ray Johnson (Treasurer)	Maxine Carter-Khan (Program Director)
Geoffrey Small	Vince Morgan
Halcyon Wood	Andrew Johnstone

#15-2

Charity Donation Form (Charity number 0959 9015 20)

Return to: **DIVERSE COMMUNITY ACHIEVEMENT CENTRE OF HAMILTON & REGION, INC.**

859 King Street East, Hamilton, Ontario L8M 1B5

(905) 543-0222 Fax. (905) 544-5187

Tax receipt will be sent to:

Mr. Allan Greenlef
WENTWORTH BOARD OF EDUCATION
358 Wilson Street East
Ancaster , Ontario
L9G 4B7

(Please insert proper name and address in space to right if not correct)

Telephone: (Home)

(Bus.)

Please check the category of donation below:

- | | |
|---|--|
| ☐ Adult Membership (\$25) | ☐ Family Membership (\$40) |
| ☐ Youth Membership (\$15) | |
| ☐ Supporting Member (\$25 - 100) | ☐ DCA Sponsor (\$100 - 200) |
| ☐ DCA Patron (\$200 and above) | |

Please make cheques payable to Diverse Community Achievement Centre of Hamilton and Region, Inc.. All donations over \$10 will be acknowledged with a tax receipt. Annual Sponsors and Patrons will be recognized in the newsletter and on a special plaque in the DCA boardroom.

#16



THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Department of Public Health Services
25 Main Street West, 2nd Floor
Hamilton, Ontario

546-3570
Fax: 546-2787

Mailing Address:
P.O. Box 897
Hamilton, Ontario
L8N 3P6

PofD - CB

**The Wentworth County Board of Education
The Memorial Building
357 Wilson Street East
Ancaster, ON L9G 4B7**

ORDER

The following Order is made pursuant to the Environmental Protection Act R.S.O. 1990 c. E-19, in order to lessen or prevent the discharge of a contaminant into the natural environment.

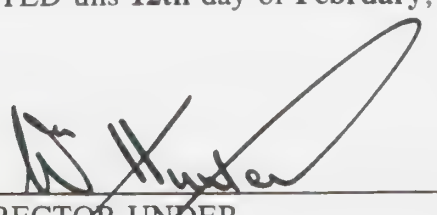
TAKE NOTICE, Pursuant to Section 79(c) of the above Act, that you as the person responsible for the premises known as **390 Mud Street East, Stoney Creek**, used as **an elementary school**, are hereby required **immediately** after service of this Order upon you to take the following actions:

Cap the outlet pipe of the septic tank so as to prevent its contents from entering the failed tile bed. In doing so, the septic tank will now act as a holding tank and must conform with the requirements of Ontario Regulation 358/90, namely, holding tank shall have an apparatus or device capable of providing audible and visible warning that the tank is reaching capacity and should be emptied as per contract with a licensed hauler. Fence, so as to prevent access, the entire tile bed perimeter.

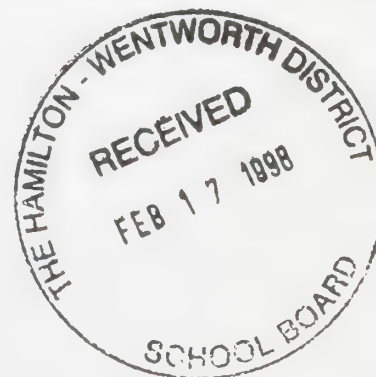
AND TAKE FURTHER NOTICE, that if you contravene the terms of this order, a legal proceeding may be commenced against you, and you will be subject to the penalties provided by the said Act.

You are entitled to require a hearing by the Environmental Appeal Board as to the contents of this Order by serving written notice by registered mail, or by delivering to **The Environmental Appeal Board, 112 St. Clair Avenue West, Suite #502, Toronto, Ontario M4V 1N3**, and to the undersigned, within 15 days after service of a copy of this order on you. Written notice requiring the hearing shall state: 1. The portions of the order in respect of which the hearing is required, and; 2. The grounds on which you intend to rely at the hearing in relation to each portion appealed. Please be advised that this order takes effect when served on you, whether or not you give notice that you require a hearing by the said Board.

DATED this 12th day of February, 1998.



DIRECTOR UNDER,
THE ENVIRONMENTAL PROTECTION ACT



THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

REGULAR BOARD MEETING - FEBRUARY 26, 1998

8:00 p.m.

A G E N D A

8:00 p.m.

1. Call to Order
2. Opening Reading/Prayer/O'Canada
3. Public Question Period
4. Approval of Minutes (February 12, 1998)
5. Business Arising from Minutes
6. Approval of Agenda

R. Mulholland

ACTION ITEMS:

7. Committee of the Whole Board Report
8. Adoption of In-camera Session Report
9. Trustee Motion
10. Request for a 6.0 Metre Wide Easement on Holbrook School Property
11. Request for School Trip
12. Process for the Establishment of Guiding Principles
13. Transitional Issues (to be distributed at the meeting)
14. Questions of the Committee Chairs
15. Chairs' Reports

R. Woodworth
R. Mulholland
R. Woodworth
P. Gillie
M. Quinn
M. Matier
M. Matier

16. O.P.S.B.A. Report
- 16.(a) Staff Placements

R. Mulholland/
R. Woodworth
J. Bishop
A. Greenleaf

CORRESPONDENCE:

17. Thanks for the Board's expression of sympathy
18. Hamilton Women Teachers' Association re Career Awareness Conference (A. Greenleaf)
19. Hamilton & District Society for Disabled Children re SEAC membership (SEAC)
20. Ministry of Education and Training re School Board Restructuring Fund (D. Grant)
21. OISE/UT re Impact Math professional development program
22. Update: Sale of 220 Dundurn Street South - Warehouse

DISTRIBUTION:

NIL

23. Public Questions of Clarification

Future Meetings:

Education Committee
Business Committee
Special Education Advisory Committee
Regular Board

March 5, 1998
March 12, 1998
March 25, 1998
March 26, 1998

6:30 p.m.
6:30 p.m.
7:15 p.m.
8:00 p.m.

M I N U T E S

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Open Session of the Regular Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on February 12, 1998.

Those present:

Ray Mulholland, Chair
Reg Woodworth, Vice-Chair
Judith Bishop
Heather Bullock
Janice Dewar
Wes Hicks
Eleanor Johnstone
Lillian Orban
Laura Peddle
Joe Rogers
Bruce Wallace

In attendance:

Allan A. Greenleaf, Director of Education and Secretary
Ken Bain, Interim Assistant Superintendent of Schools
Elizabeth Bond, Superintendent of Program
Krys Croxall, Superintendent of Schools
Pat Gillie, Superintendent - Administrative and Operational Services
Don Grant, Superintendent of Business and Treasurer
Wayne Joudrie, Superintendent of Schools
Merv Matier, Superintendent of Transitional Services
Murray Quinn, Superintendent of Schools
Debbie Russon, Interim Superintendent of Human Resources
Stew Thompson, Assistant Superintendent of Schools
Janice Tomlinson, Interim Assistant Superintendent of Program
Lucy Veerman, Acting Senior Financial Officer
Ken Waters, Superintendent of Schools

IN-CAMERA SESSION:

The Chair called the in-camera session to order at 7:05 p.m.

The Chair called the open session to order at 8:00 p.m. and the members commenced the meeting with the singing of O'Canada.

3. PUBLIC QUESTION PERIOD

A. Greenleaf indicated that the following written question was submitted by Michelle Clarke: Are expulsion hearings recorded verbatim?

A. Greenleaf stated that the minutes are recorded as closely as possible to word-for-word transcription during expulsion hearings. If required by the participants, the Board would engage an individual to take minutes verbatim.

M. Quinn confirmed that the minutes are intended to capture the both the intent and rationale for the decision since such would be the chief consideration should an appeal of the Board's decision go to judicial review.

L. Orban offered congratulations to B. Wallace on his election as second vice-president of the Ontario Public School Boards' Association.

4. APPROVAL OF MINUTES - JANUARY 29, 1998

RESOLUTION #98-45: It was moved by H. Bullock that the minutes of January 15, 1998 be approved as distributed.

CARRIED UNANIMOUSLY.

5. BUSINESS ARISING FROM THE MINUTES

Nil.

6. APPROVAL OF AGENDA

RESOLUTION #98-46: It was moved by J. Rogers, seconded by H. Bullock that the agenda be approved.

A. Greenleaf indicated that the outstanding items of correspondence from the February 5, 1998 meeting would be on the February 19 agenda. Not wanting to further delay action on one of the letters, R. Woodworth asked that the members consider the letter from the Town of Flamborough re Proposed YMCA.

The following items were added:

Letter from the Town of Flamborough re Proposed YMCA

13.(a) Committee of Review for CUPE - K. Waters

13.(b) Notice of Motion - R. Woodworth

To the motion, as amended, **CARRIED UNANIMOUSLY.**

RESOLUTION #98-47: It was moved by R. Woodworth, seconded by B. Wallace that the letter from the Town of Flamborough regarding the proposed YMCA be referred to the Chair and Vice-Chair of the Board and the Director.

R. Mulholland confirmed that this item will be brought back to Committee for further action.

To the motion, **CARRIED UNANIMOUSLY.**

7. COMMITTEE OF THE WHOLE BOARD REPORT

RESOLUTION #98-48: It was moved by R. Woodworth, seconded by E. Johnstone that the Committee of the Whole Report dated February 5, with Items 3, 10 and 11 removed for separate consideration, be adopted as follows:

1. PERSONNEL REPORT

It was moved by L. Orban: That the Personnel Report dated February 5, 1998 be adopted and the recommendations contained therein be approved.

SECTION I - K. CROXALL, SUPERINTENDENT OF SCHOOLS

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS - Nil

C. LEAVE OF ABSENCE

1) General Leave

That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that VIRGINIA K. RICHARDSON, Teacher at Bell-Stone Public School, be granted .5 general leave of absence, without pay or allowances, effective September 8, 1998 to June 30, 1999 inclusive (43 weeks).

D. PROBATIONARY AND PERMANENT CONTRACTS

The Board is informed that the following Elementary Teachers have been granted probationary contracts:

CHRIS TONDREAU, C.H. Bray Public School, effective January 1, 1998

JACKIE SMALL, Billy Green Public School, effective January 1, 1998

SILIA CONTINELLI, Queens's Rangers Public School, Lynden Public School, effective January 1, 1998

KELLY DOIG, Ancaster Senior Public School, Lynden Public School, effective January 1, 1998

MICHELE HONAN, Bell-Stone Public School, effective January 1, 1998

JUDITH WHITMORE, Central Park Public School, effective January 6, 1998

LISA SCOTT, Dundas District Public School, effective January 7, 1998

CATHY CLEMENTS, Yorkview Public School, Guy Brown Public School, effective January 7, 1998

JEANETTE WILKINSON, Guy Brown Public School, effective February 2, 1998

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION II - W. JOUDRIE, SUPERINTENDENT OF SCHOOLS

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENT AND TERMINATIONS - Nil

C. LEAVES OF ABSENCE

1) General Leaves

a) That in accordance with the Employment Standards Act, a leave is granted to CATHY ROWE, Teacher, Glenwood School, effective January 14, 1998 to September 16, 1998 inclusive (35 weeks).

b) That in accordance with Article 18.03 of the Elementary Collective Agreement, it is recommended that CAROLA BAKER, Teacher at Flamborough Centre, be granted an extended leave, effective March 9, 1998 to June 26, 1998 inclusive (16 weeks).

c) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that SHARON HOWE, Teacher at Grange Public School, be granted .2 general leave of absence, without pay or allowances, effective September 8, 1998 to June 30, 1999 inclusive (43 weeks).

d) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that PAULINE A. FIELD, Teacher at Beverly Central School, be granted a .5 general leave of absence, without pay or allowances, effective September 8, 1998 to June 30, 1999 inclusive (43 weeks).

D. PROBATIONARY AND PERMANENT CONTRACTS

It is recommended that the following Elementary Teacher be granted a permanent contract effective February 28, 1998:

CHERI BARWINSKI, Teacher at Flamborough Centre Public School

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION III - K. WATERS, SUPERINTENDENT OF SCHOOLS

A. APPOINTMENTS AND TRANSFERS

The Board is informed that the appointment of JANET BOWLER, Acting Head of Family Studies at Waterdown District High School will be extended for the period February 9, 1998 to June 30, 1998.

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS

1) Retirements

a) That in accordance with the provisions of the C.U.P.E. Collective Agreement - Clerical Unit, it is recommended that the retirement of JEAN THOMPSON, Head Secretary at Community and Continuing Education be accepted, effective June 30, 1998.

b) That in accordance with Article 17.02(b) of the Secondary Collective Agreement it is recommended that the retirement of BRENDA J. MCGUIRE, Teacher at Ancaster High School be accepted, effective November 30, 1998.

C. LEAVES OF ABSENCE

1) General Leaves

a) That in accordance with Article 20.01 of the Secondary Collective Agreement, it is recommended that CHERYL MACDONALD, Teacher at Parkside High School, be granted a general leave of absence, without pay or allowances, effective September 8, 1998 to June 30, 1999 inclusive (43 weeks).

b) That in accordance with Article 18.01(b) of the C.U.P.E. Collective Agreement - Educational Assistant Unit, it is recommended that JUDY WARD, Educational Assistant at Parkwood School, be granted a .6 general leave of absence, without pay or allowances, effective March 2, 1998 to June 24, 1998 inclusive (16 weeks and 3 days).

D. PROBATIONARY AND PERMANENT CONTRACTS - Nil

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION IV - D. RUSSON, INTERIM SUPERINTENDENT OF HUMAN RESOURCES

A. APPOINTMENTS AND TRANSFERS

1. Promotion

That MARILYN LEGAULT, Elementary Teacher, be temporarily appointed to the position of Project Team Consultant, Literacy, Numeracy and Problem Solving Team, effective February 9, 1998 to June 30, 1998.

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS - Nil

C. LEAVES OF ABSENCE

1. General Leaves

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

THERESA BERNHARDT, Elementary Teacher, January 1, 1998 to August 31, 1998

KELLY BREEN-BUCKLEY, Elementary Teacher, February 23, 1998 to August 31, 1998

BRENDA D'AGOSTINO, Elementary Teacher, March 30, 1998 to October 30, 1998

KATHERINE M. PRESTON, Elementary Teacher, September 1, 1998 to August 31, 1999

HEATHER REX, Secondary Teacher, February 9, 1998 to August 31, 1998

2. Leave of Absence - Date Change

That the dates of the Leave of Absence granted to SUZANNE RICH, Elementary Teacher at a previous meeting, be changed to: December 15, 1997 to August 31, 1998.

3. Leave Extensions

That the requests of the following staff for an extension of their Leave of Absence, effective as shown, be granted:

NATALIE BOTTS, Elementary Teacher, March 16, 1998 to August 31, 1998

SANDRA DOWHAN-SANTINON, Elementary Teacher, March 23, 1998 to May 15, 1998

That the request of JOYCE FERGUSON, Payroll Supervisor, for an extension of her Leave of Absence, effective January 26, 1998 to April 30, 1998 be granted.

D. PROBATIONARY AND PERMANENT CONTRACTS - Nil

E. OTHER MATTERS REQUIRING BOARD ATTENTION

1. Timetable Changes

That the timetable change of DEBORAH BATES, Secondary Teacher, 2/6 to 3/6 (3/3 Sem. 2) be approved, effective February 4, 1998 to August 31, 1998, with salary according to the salary schedule.

Ecole Secondaire Georges-P.-Vanier Staffing

1. General Leaves

That the request of GUY BULTEZ, Secondary Teacher, for a Leave of Absence, effective February 27, 1998 to May 8, 1998, be granted.

2. Timetable Changes

That the timetable changes of the following staff be approved, effective February 5, 1998, with salary according to the salary schedule:

NATALIE GARON-SUZUKI, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)

NATHALIE LAUZON, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)

SERGE LAROCQUE, Secondary Teacher, 3/6 to 6/6 (3/3 Sem. 1 and Sem. 2)

* * * * *

2. REPORT RE STAFF PLACEMENTS

The Report re: Staff Placements was presented for information purposes as follows:

a) Secretarial Positions - Director's Office

The assignment of the following individuals, effective immediately:

Mary Davis	- Secretary to the Superintendent of Transitional Services
Ruth Millar	- Assistant to the Secretary of the Board
Mary Lou Robillard	- Secretary to the Director of Education

b) Manager of Human Resources

Deborah Russon has been placed in the position of Manager of Human Resources, effective April 30, 1998.

4. PROGRESS REPORT ON THE REVIEW OF SPECIAL EDUCATION PROGRAMS IN THE CITY OF HAMILTON

It was moved by R. Mulholland: That the Progress Report on the Review of Special Education Programs in the City of Hamilton be received for information.

5. POLICY DETERMINATION PROCESS - L.E.I.C. RECOMMENDATIONS

It was moved by B. Wallace: That the Policy Determination Process - L.E.I.C. Recommendations be tabled to the February 12, 1998 meeting of the Board.

6. L.E.I.C. EDUCATION SUB-COMMITTEE RECOMMENDATIONS

It was moved by H. Bullock: That the additional recommendations of the L.E.I.C. Education Sub-Committee regarding School Councils/Home and School/Parental Involvement and Co-operative Education be appended to the L.E.I.C. Final Report for consideration by the work groups/committees in developing proposals for trustee consideration.

7. 1998 STUB YEAR BUDGET - DRAFT FORMAT

It was moved by W. Hicks: That the format for the presentation of the 1998 Stub Year Budget be approved.

8. CONFIRMATION OF FORMER BOARDS' DEBENTURE APPROVAL

It was moved by B. Wallace: That The Hamilton-Wentworth District School Board authorize the Superintendent of Business and Treasurer to issue debentures for a total amount of up to \$2,821,000, repayable during a term of up to 20 years with respect to projects approved for debenture financing by the former boards.

9. AMENDMENTS TO OPERATING PROCEDURE OP-31: EXPULSION OF PUPILS

It was moved by: J. Rogers: That the following sections of the Operating Procedure OP-31 be amended as follows:

(3.2.4)

Delete: "The Director will inform the ward Trustees that a recommendation for expulsion has been made....."

Amend to: "The Superintendent of Schools will inform the ward Trustee that a recommendation for expulsion has been made....."

(3.3.6) (g) Delete "after all evidence is presented, the Director (Secretary of the Board) and all presenting parties and their Counsel leave the hearing room while the Trustees consider the information and reach a decision."

Amend to: "after all evidence is presented, all presenting parties and their Counsel leave the hearing room. The Director, as Secretary of the Board, will remain with the Trustees while they consider the information and reach a decision."

12. SCHOOL TRIPS

It was moved by J. Bishop: That the following trip requests be approved:

- a) Grades 7-8 - C. B. Stirling School - Camp Mini-Yo-We, Muskoka from June 3 to 5, 1998 inclusive;
- b) Grade 8 - Glen Brae School - Muskoka Woods from April 21 to 24, 1998 inclusive;
- c) Grades 6-8 - Lawfield - Mt. St. Louis, Orillia from February 23 to 24, 1998 inclusive;
- d) Grades 6-8 - Queen Mary - Mt. St. Louis, Orillia on February 24, 1998;
- e) Grades 4-5 (Gifted) - Fernwood Park and Queen Victoria Schools - Teen Ranch, Orangeville from May 21-22, 1998 inclusive;
- f) Grade 12 (English) - Delta School - Stratford, Ontario on May 25, 1998;
- g) Grades 9-OAC - Sir Winston Churchill School - Horseshoe Valley Ski Resort, Barrie on February 20, 1998;
- h) Grades 11-OAC - Westdale School - Senior Boys' Basketball Tournament, Durham College from February 6 to 8, 1998 inclusive.

13. BARTON SCHOOL COUNCIL RE RENOVATIONS

It was moved by L. Peddle: That the status of the renovation of Barton Secondary School be reviewed and referred to the appropriate Committee immediately following the confirmation of the 1998 Stub Year Budget.

CARRIED UNANIMOUSLY.

RESOLUTION #98-49: It was moved by R. Woodworth, seconded by E. Johnstone that **Item 3. in the Committee of the Whole Report** be adopted:

3. SCHOOL AND SYSTEM (HAMILTON) REPORTS OF GRADE 3 STUDENTS' EQAO ASSESSMENT RESULTS, 1996-97

It was moved by L. Orban: That the School and System (Hamilton) Reports of Grade 3 Students' EQAO Assessment Results, 1996-97 be received for information.

When J. Bishop indicated she had an additional motion regarding the EQAO Results, R. Mulholland asked that the members vote on the motion on the floor.

To the motion, CARRIED, 10 IN FAVOUR, 1 OPPOSED.

MOVED BY J. BISHOP, SECONDED BY E. JOHNSTONE: That there be

- (a) an investigation of those schools with good results and promotion of their good practices;
 - (b) an examination of those pertinent areas of concern raised in the EQAO report for the province;
 - (c) support to schools with serious weaknesses;
 - (d) examination of the requirements to improve the teaching of math
- and that a report be brought back by June 1998.

J. Bishop drew the members' attention to the "Discussion Paper" she prepared and asked that the members support the motion in order to make good use of the valuable data that has resulted from the EQAO report. (Attached at J. Bishop's request.)

RESOLUTION #98-50: It was moved in amendment by B. Wallace that the motion be referred to the Education Committee.

CARRIED UNANIMOUSLY.

RESOLUTION #98-51: It was moved by R. Woodworth, seconded by L. Peddle that Item 10. in Committee of the Whole Report be adopted:

10. REQUEST FOR A LIQUOR LICENSE - HAMILTON Y.M.C.A., MAY 23, 1998

It was moved by L. Orban: That the Hamilton Y.M.C.A. be granted permission to obtain a liquor license for a dinner and silent auction fund-raising event to be held in the gymnasium of Robert Land School on Saturday, May 23, 1998.

E. Johnstone asked that her opposition to this motion be recorded in the minutes and indicated she would make a motion to refer the policy of allowing liquor on school property for review.

At this point, R. Mulholland recalled that the members had reached consensus that Committee Reports would be presented in their entirety with items voted on separately as requested. He noted that the present method as employed this evening causes some confusion among the members and he ruled that the motion on the floor would be put to a vote before accepting E. Johnstone's motion.

To the motion, CARRIED, 9 IN FAVOUR, 2 OPPOSED.

It was moved by E. Johnstone, seconded by J. Dewar that the policy regarding alcoholic beverages on school grounds or buildings be referred to the Education Committee for consideration.

E. Johnstone noted that the provision of Board permission for liquor licenses is from the former City Board and suggested that this Board needs to determine its policy in this matter.

In discussing the motion, the timing of the request as well as the Committee it was being referred to were questioned. The Joint Advisory Committee was offered as the Committee charged with reviewing policies rather than the Education Committee. Reviewing this ahead of the many other important issues before the Board was also questioned.

In support of the motion, one trustee recalled the suggestion that the Board also deal with policies as they arise.

RESOLUTION #98-52: MOVED IN AMENDMENT BY L. ORBAN: That the motion be referred to the Superintendent of Transitional Services for a recommendation to the appropriate committee.

CARRIED, 10 IN FAVOUR, 1 OPPOSED.

RESOLUTION #98-53: It was moved by R. Woodworth, seconded by B. Wallace that Item 11. in the Committee of the Whole Report be adopted:

11. COTTON PATCH GOSPEL FUND-RAISING PROJECT FOR THE PASTORAL COUNSELLING CENTRE

It was moved by J. Rogers: That The Hamilton-Wentworth District School Board permit the New Faces Production to advertise the Cotton Patch Gospel presentation and circulate one hundred tickets throughout the school system.

H. Bullock asked to be recorded as voting in opposition to the motion.

To the motion, CARRIED, 7 IN FAVOUR, 4 OPPOSED.

8. ADOPTION OF THE IN-CAMERA SESSION REPORT

RESOLUTION #98-54: It was moved by R. Woodworth, seconded by W. Hicks that the In-camera Session Report be adopted as follows:

C-1. COMMITTEE OF THE WHOLE IN-CAMERA REPORT

It was moved by R. Woodworth, seconded by L. Orban that the following Committee of the Whole In-camera Report be adopted:

1. LEVY PAYMENTS - CITY OF HAMILTON

(a) It was moved by L. Orban: That a letter be written to the Mayor of Hamilton and the Regional Chairman of Hamilton-Wentworth indicating the Board's concerns regarding the levy payments noting the Board's appreciation for the way levy payments have been done over the past years and express the Board's hopes that the practice will continue for the stub year.

(b) It was moved by H. Bullock: That if no response to the Board's letter is received from the City of Hamilton and/or the Regional Chairman within two weeks, if the Hamilton-Wentworth Catholic District School Board agrees and if the Board's legal Counsel is optimistic for a successful case, that the Senior Administration be authorized to proceed as necessary.

2. INTERIM SUPERINTENDENT OF HUMAN RESOURCES

It was moved by R. Mulholland: That Deborah Russon be returned to the position of Manager, Employee Relations effective February 12, 1998 and that a responsibility allowance in the amount of \$12,860 per annum be paid until the position of Manager, Human Resources has been filled.

3. RESCINDING MOTION

It was moved by H. Bullock: That Resolution #97-235(C-8[II-C-16]) be rescinded.

C-2 REPORT OF THE SALARY COMMITTEE

It was moved by W. Hicks, seconded by E. Johnstone that the Report of the Salary Committee be adopted as follows:

That the New District School Board utilize the services of John Jakub (Labour Relations Specialist) to assist in collective bargaining activities commencing 1998 02 12.

C-3 SUSPENSION REPORT

The Suspension Report dated 1998 02 12 be received for information.

CARRIED UNANIMOUSLY.

9. STANDING COMMITTEE FORMAT

RESOLUTION #98-55: It was moved by W. Hicks, seconded by H. Bullock

1. That the Education Committee be constituted.
2. That Trustees Bishop, Dewar, Johnstone, Rogers, Wallace and Mulholland (Chair of the Board) be appointed members of the Education Committee.
3. That Trustee Wallace be appointed Chair of the Education Committee.
4. That the Education Committee convene on the first Thursday of the month at 6:30 p.m.

CARRIED UNANIMOUSLY.

RESOLUTION #98-56: It was moved by E. Johnstone, seconded by J. Dewar

1. That the Business Committee be constituted.
2. That Trustees Bullock, Hicks, Orban, Peddle, Woodworth and Mulholland (Chair of the Board) be appointed members of the Business Committee.
3. That Trustee Orban be appointed Chair of the Business Committee.
4. That the Business Committee convene on the second Thursday of the month at 6:30 p.m.

CARRIED UNANIMOUSLY.

R. Mulholland stated that the new structure will be effective March 1, 1998. With this schedule of meetings, the Regular Board meeting will be held on the third Thursday of the month at 8:00 p.m. The remaining Thursday(s) in the month will be available for special meetings as required. The Salary Committee will continue to meet at the call of the Salary Committee Chair.

10. POLICY DETERMINATION PROCESS - LEIC RECOMMENDATIONS

RESOLUTION #98-57: It was moved by B. Wallace, seconded by J. Bishop that the following motion from the 1998 02 05 Committee of the Whole be lifted from the table:

That the Policy Determination Process - L.E.I.C. Recommendations be tabled to the February 12, 1998 meeting of the Board.

CARRIED UNANIMOUSLY.

M. Matier drew the members' attention to the revised Policy Determination Process chart from which the role of the Joint Advisory Committee had been removed as suggested at the Committee of the Whole meeting.

RESOLUTION #98-58: It was moved by E. Johnstone, seconded by L. Orban: That the Hamilton-Wentworth District School Board approve the policy determination process as outlined for purposes of responding to the LEIC report recommendations.

M. Matier confirmed that the Public Relations Department will promote the town hall meetings. Prior to these meetings, information will be provided through the Home and Schools, School Councils, the Board's web site, etc. that certain proposals are ready for consideration and public meetings have been scheduled both for information and to receive input. Acknowledging that the Board has the responsibility for the final decision on these policies, he assured the members that the input as received will be shared with the Board so that there is awareness of the reaction from the public to the proposals prior to any decision being made.

In response to a question, M. Matier noted that the report clearly states that community and public opinion must be balanced with both professional opinion and the parameters/constraints of funding. Reports to the Board will include costing factors and the public's reaction to the proposal.

A. Greenleaf suggested that the phrase "for purposes of responding to the LEIC report recommendations" to distinguish its role from that of the Joint Advisory Committee.

B. Wallace agreed to accept the suggestion as a friendly amendment.

M. Matier concurred, noting that there would have been membership duplication on the work groups and the JAC. He added that once policy has been established through this process, then JAC would have an active role in reviewing existing policies.

Expressing concern that JAC involvement had been removed from the process, one trustee offered that the revised process doesn't preclude the Board re-directing something to the JAC if deemed appropriate.

A. Greenleaf indicated that the JAC cannot be formed until the employee group representation is determined.

To the motion, CARRIED, 10 IN FAVOUR, 1 OPPOSED

RESOLUTION #98-59: It was moved by E. Johnstone, seconded by L. Orban: That the Hamilton-Wentworth District School Board approve the policy determination process as outlined for purposes of responding to the LEIC report recommendations.

11. TRANSITIONAL ISSUES

M. Matier referenced the previous report which will be the major focus of the information distributed throughout the system next week. The "Office of Transitional Services" will be sending information regarding the process to all employees, School Councils and Home and School Councils along with invitations to participate. He will update the members further at the next meeting of the Committee of the Whole.

M. Matier responded to questions that he will be meeting with representatives of the various employee groups to provide information and to discuss the process to be followed. He referenced the dilemma around the School Councils in that there is no forum for determining a representative(s). The only option is to issue the blanket invitation and if there is an

overwhelming response from those wishing to participate, the appropriate people would have to be selected fairly. He confirmed that a parent could volunteer to sit on a Committee even though neither a member of a School Council nor the Home and School Council.

M. Matier responded to a question relative to incorporating the new Board's strategic plan and vision and mission statements into the process. Noting that the Board has not determined its values, he suggested that time constraints prohibit delaying this process until they are determined. The work of the various work groups will help establish a vision for the organization and the first meeting with the work groups will focus on what is important, i.e student success and service to the schools. He added that the introduction in the package to the system quotes the vision and mission statements from both the previous County and City Boards which could serve as a starting point for work group deliberations.

Several members believed this aspect should be addressed as the basis of operations of the Board and the basis upon which the work groups are to focus. However, it was recognized that it cannot be a hurried undertaking. With the two mission statements placed within the introduction to the transitions document, it was suggested that work can proceed on the understanding that the Board's vision and mission statements will evolve as the Board moves through this year.

RESOLUTION #98-60: It was moved by L. Orban that the Transitions Update be received for information.

CARRIED, 10 IN FAVOUR, ONE OPPOSED.

M. Matier indicated that at the next Committee of the Whole meeting, he would raise the question of presenting reports to the Board which were traditionally presented to the former City Board. Noting that one of the issues is that the reports would be specific to the City schools rather than encompassing system-wide reporting, he confirmed that the Accommodation Report, as part of the transitional plan, will have to reflect the whole system.

Several trustees suggested that these reports should be put on hold while other critical transitional issues are being addressed. It was suggested that individual trustees could obtain the information they wished through contact with the appropriate superintendent's office. On the other hand, one trustee spoke to the importance of some of the reports traditionally reported to the former City Board citing them as useful to trustees in establishing and monitoring the implementation of Board policies..

12. TRUSTEE REQUEST RE OPENING OF BOARD MEETINGS - E. Johnstone

R. Mulholland noted that the Board meetings will alternate between the singing of "O'Canada" and a Reading/Prayer prior to conducting business.

13. QUESTIONS OF THE COMMITTEE OF THE WHOLE CHAIRMAN

Nil

13. (a) COMMITTEE OF REVIEW FOR CUPE - K. Waters

Trustees Orban, Bullock and Dewar volunteered to sit on the above Committee.

13. (b) NOTICE OF MOTION - R. WOODWORTH

R. Woodworth gave notice that he will move or cause to be moved at the next regular Board meeting:

That policy be immediately established regarding standing committee(s) re conduct of business, rules of operation, function of committee chair(s) and terms of reference.

14. CHAIRS' REPORTS

R. Mulholland reported on his visit to Saltfleet Secondary School to view the LEAP program designed for grade 8 students who will be entering secondary school in the Fall.

15. OPSBA REPORT

J. Bishop reviewed her written report on the OPSBA Conference held at the end of January.

CORRESPONDENCE

16. Ministry of Labour re Bills 136 and 160

RESOLUTION #98-61: It was moved by L. Orban, seconded by J. Rogers that the correspondence from the Ministry of Labour re Bills 136 and 160 be received and filed.

CARRIED UNANIMOUSLY.

17. Premier Harris re Public Inquiry into the Plastimet fire in Hamilton

RESOLUTION #98-62: It was moved by B. Wallace, seconded by L. Peddle that the response from Premier Harris re Public Inquiry into the Plastimet fire in Hamilton be received and filed.

Noting that the former City Board had formally requested an investigation into the Plastimet fire, disappointment was expressed that this Board had not supported the government's request to hold the hearings in the Board Room.

To the motion, CARRIED UNANIMOUSLY.

18. Greensville Public School re Sesquicentennial Celebrations

RESOLUTION #98-63: It was moved by B. Wallace, seconded by E. Johnstone that the correspondence from the Greensville Public School re Sesquicentennial Celebrations be referred to Wayne Joudrie, Superintendent of Education, for the appropriate action.

CARRIED UNANIMOUSLY.

19. Elementary School Secretary P. D. Planning Committee re Friday, March 27, 1998

RESOLUTION #98-64: It was moved by L. Orban, seconded by J. Bullock that the correspondence regarding the Elementary School Secretary P. D. Planning Committee re Friday, March 27, 1998 be referred to A. Greenleaf, Director, for the appropriate action.

CARRIED, 9 IN FAVOUR, 2 ABSTENTIONS.

20. Brock University re congratulations

RESOLUTION #98-65: It was moved by H. Bullock, seconded by J. Dewar that the correspondence from Brock University re congratulations be received and filed.

CARRIED UNANIMOUSLY.

21. Westmount Secondary School re "Hamilton Festival of Strings"

RESOLUTION #98-66: It was moved by R. Woodworth, seconded by J. Bishop that the correspondence from Westmount Secondary School re "Hamilton Festival of Strings" be referred to A. Greenleaf, Director, for the appropriate action.

CARRIED UNANIMOUSLY.

22. Dominic Agostino, MPP, re Youth Forum, February 17, 1998

RESOLUTION #98-67: It was moved by B. Wallace, seconded by L. Orban, that the correspondence from Dominic Agostino, MPP, re Youth Forum, February 17, 1998 be received for information.

CARRIED UNANIMOUSLY.

23. SEEDS Foundation re Janet Lee Elementary School

RESOLUTION #98-68: It was move by B. Wallace, seconded by L. Orban that the correspondence from SEEDS Foundation re Janet Lee Elementary School be received for information.

CARRIED UNANIMOUSLY.

Noting that the SEEDS Foundation has several levels in its award structure, R. Mulholland confirmed that recognition at a Board meeting would occur at the next level of achievement. He agreed to send a letter of congratulations to the school on reaching this level.

DISTRIBUTION**24. Education Improvement Commission re Leadership Teams**

R. Mulholland stated he had contacted the Board's liaison at the Education Improvement Commission, Beth Shelswell. While Ms. Shelswell has implied that request in the communication that "boards not fill any vacant superintendent positions in the immediate future" was not directed at this Board, he indicated he would like an opportunity for further discussions with Ms. Shelswell.

25. Education Improvement Commission re Role of the Trustee and School Boards

Distributed for the members' information.

26. Senior Administrative Assignments

A. Greenleaf drew the members' attention to the list of additional responsibilities assigned to the superintendents' portfolios. Further information will be forthcoming regarding the list of schools assigned to each.

A. Greenleaf responded to questions that responsibilities for JK and ECE have been assigned to former County superintendents for both geographical and job weighting considerations. He agreed that SK should be specified with the JK and ECE designations. He also agreed with the premise that it was important to clarify that the assignment of this area to a County superintendent does not suggest that program continuation in the City schools is endangered. The major debate is yet to be held on the French Immersion and Junior Kindergarten questions and the Superintendent of Transitional Services' role in coordinating these deliberations was referenced.

A. Greenleaf confirmed that responsibilities for SEAC and SALEP are the responsibility of the Superintendent of Instructional Services under the "student services" mandate. He responded to a question of whether or not Board direction would be required to ensure a Superintendent of Education attended the SEAC meetings by noting that the Superintendent of Instructional Services is responsible to Executive Council as to official administrative liaison to SEAC.

27. School Councils - Questions and Answers

A. Greenleaf drew the members' attention to the list of questions put forward by individual School Council Chairs and the superintendents' responses. He confirmed that he will be meeting with the School Council Chairs regarding the continuation of in-service/information sessions. As well, there will be ongoing work with the Principals around School Councils in their schools.

In response to a question, K. Waters confirmed that students are expected to attend the secondary school in their catchment area. There will be a meeting with a committee of secondary school principals to develop a process for considering out-of-catchment requests.

M. Matier confirmed that the majority of the issues raised through the School Council questions (JK, French Immersion, Lunchtime Supervision) provided both valuable information and verification that the major questions are transitional issues.

While A. Greenleaf pointed out that, by virtue of being included on the agenda, it is a matter of record that the members have been apprised of these issues, some members felt that significant items in the distribution should still be formally received for information.

RESOLUTION #98-69: It was moved by L. Orban, seconded by E. Johnstone that the Report on School Councils - Questions and Answers be received for information.
CARRIED UNANIMOUSLY.

28. Postings for Superintendent Vacancies

RESOLUTION #98-70: It was moved by L. Orban, seconded by E. Johnstone that the Postings for Superintendent Vacancies be received and filed.
CARRIED.

B. Wallace requested that agenda items that are presented for information purposes only be grouped as such to enable the Board to deal with them in one motion.

29. PUBLIC QUESTIONS OF CLARIFICATION

R. Mulholland responded to Michelle Clarke's question that the referral of the liquor license policy to staff for review will be addressed as soon as possible.

R. Mulholland agreed to see that Joe Coleman's suggestion of placing agendas in the foyer for public perusal prior to the meeting is implemented.

There being no further business, the Chair adjourned the meeting at 10:00 p.m.

EQAO results

DISCUSSION PAPER
Judith Bishop, February 1998

The report we were given on these results at the Board was long on paper and short on analysis, even though those of us from the old city board had been waiting for the report since October.

Wide variations in Scores:

Although the report comments that "overall, Hamilton public school results are consistent with the results for Ontario as a whole" a cursory view of the results reveal that there are big variations in scores from school to school and the scores are not clustered together. For example, in reading, thirteen schools have 15% or more of their students performing at the lowest level, level 1. In this group one school has 29%, or more than a quarter of grade three students, not meeting expectations. But there are also seven schools that have all students meeting expectations (all at levels 2, 3 and 4) (Viscount Montgomery, Lincoln Alexander, Norwood Park, Pauline Johnson, Prince Philip, Ryckman's Corners and Sherwood Heights). For the math results there are 27 out of 62 schools where 20% or more of the students are not meeting expectations. One school had 65% of its students in this category. But there are also 5 schools where all students are meeting expectations (Ryckman's Corners, Holbrook, Huntingdon Park, Queen Victoria and Lincoln Alexander.) There are more students with low scores than there are students at the high end.

A group of Schools have poor results:

	% students level 1 math	% students level 1 reading	% students level 1 writing
James Macdonald	54	24	34
Robert Land	65	26	26
Prince of Wales	42	24	20
Lloyd George	54	29	25

Ontario	17	9	9
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Strathcona and Gibson also had poor results in math and writing.

Math Results:

In math some schools did poorly. **Twenty-two schools or 34% of all Hamilton schools had 25% or more of their students performing at level one - not meeting expectations. 41% of all Hamilton schools had no-one exceeding expectations.** The twenty two schools are James

Macdonald, Robert Land, Prince of Wales, Lloyd George, Gibson, Strathcona, as well as G.L. Armstrong, Fairfield, Franklin Road, Hillsdale, Lake Avenue, Lisgar, Mountview, Peace Memorial, Richard Beasley, Stinson Street, Thornbrae, Woodward, Sir Isaac Brock, Seneca, and Red Hill. **There were also 26 schools which had 33% or more of their students performing at the highest levels (3 and 4)** These are C.B. Stirling, G.R. Allan, Huntingdon Park, Westwood, Queen Victoria, Pauline Johnson, Rosedale, Ryckman's Corners, Sherwood Heights, Vern Ames, Viscount Montgomery, Westwood, Fernwood Park, Gordon Price, Helen Detwiler, Lincoln Alexander, Norwood Park, A.M. Cunningham, Earl Kitchener, Hillsdale, Holbrook, King George, Linden Park, Richard Beasley, Sanford Avenue and Sir Wilfrid Laurier.

Some schools have overall excellent results:

	% students in levels 3 and 4 math	% students in levels 3 and 4 writing	% students in level 3 and 4 reading
G. R. Allan	55	65	68
Queen Victoria	78	50	50
Pauline Johnson	46	71	73
Ryckmans Corners	44	44	61
Vern Ames	42	45	81
Westwood	75	60	79
Fernwood Park	42	45	80
Helen Detwiler	42	63	61
Lincoln Alexander	72	77	91
Norwood Park	44	62	62
Linden Park	34	52	64
Ontario	33	39	50

The following schools were at provincial levels or above for the percentage of students in levels 3 and 4 in math and writing: Rosedale, Sherwood Heights, Viscount Montgomery, Gordon Price. The following schools were at provincial levels or above for the percentage of students in levels 3 and 4 for writing and reading: R.A. Riddell, Memorial. King George and Hillsdale had students at or above provincial levels for the percentage of students in levels 3 and 4 in math and reading.

What explains the differences in scores ?

Can the results of the grade 3 testing be explained in terms of a high ESL population?

It does not appear to be a primary factor in explaining low test results.

Not one of the schools with the poorest results has a high ESL population. Gibson has 13% ESL students, James Macdonald has 8% , Robert Land has 3% , Prince of Wales has 3% , Lloyd George has none, and Strathcona has 9%.

Some schools with a high ESL population had excellent results. For example:

Westwood (21% ESL) 75% of the students performed at the highest levels (3 and 4) in math, 60% in writing, and 79% in reading.

Roxborough Park (51% ESL) had 71% of its students performing in reading at the top two levels.

A.M.Cunningham (31% ESL) performed above provincial averages in levels 3 and 4 in math.

Question Number 2.

Can the results be interpreted solely in terms of the socio-economic class of the areas the schools serve?

Socio-economic factors may play a role in the test results but appear not to be the primary cause of variations in test results:

G.L.Armstrong, Lisgar, Mountview, Peace Memorial, Richard Beasely, and Thornbrae all had a quarter or more of their grade 3 students not meeting expectations in math (level 1) and Queensdale had 25 % of its students not meeting expectations in writing. All these schools are situated on the mountain and not in the city core. However, Queen Victoria in the Corktown neighborhood of the city had excellent results. Memorial School on Ottawa and Main was one of a small group of schools in the city with high results in writing and reading. Half the students were reading and writing above expectations (level 3 and 4) .

Although schools which are recognised compensatory schools often had disappointing results, some performed well in some areas. King George located on Gage Street North had excellent results in math and reading. Nearly three-quarters of its grade three students are reading at levels 3 and 4, and 43% are performing at these levels in math. Sanford Avenue had good results for mathematics and Roxborough Park had excellent results for reading as 71% of its students were reading at the grade 3 and 4 levels. Centennial school, in an area of the city with the highest welfare rates, and with 19% ESL students, has results which were pretty near provincial averages.

Schools in close proximity to each other and serving very similar neighborhoods had very different results. For example Red Hill had 45 % of its students performing below expectations in math and only 6% achieving at level 3 and 4 in this subject. Sir Wifrid Laurier nearby had the opposite results: only 1 % were not meeting expectations in math, and 53% were performing at the highest two levels.

Schools did not always perform consistently well or badly in all three areas which would be the

expectation if the socio-economic factor of the school's neighborhood was the primary influence on results. For example Mountview had more than a quarter of its students performing below expectations for math, but 51% were reading above expectations. Thornbrae and Lisgar had similar discrepancies.

Question 3 :

Did French Immersion schools perform less well than other schools?

Many of the French Immersion schools had the best results in the city.

Norwood Park, a single track French Immersion school, had 62% of its students performing at level 3 and 4 in writing and reading and 44% in math. More than half the students at George R.Allan performed at the highest two levels for all three subjects.

Conclusion::

Although ESL and socio-economic status may have had some influence on the results, these factors were not sufficient to explain the differences among schools or the differences in results within schools.

The system wide CAT scores have already shown the wide discrepancy in scores amongst schools in the city. We must examine the delivery of instruction, school organisation, and the curriculum we are using to find solutions to improving student learning.

While there was a time when home circumstances were offered as a convenient explanation for virtually any difficulty a pupil might experience in the classroom, thus absolving teacher and school of any responsibility, there is now a much more balanced and realistic understanding of the relative impact of home and school.

Up to a point, the socially advantaged child can compensate for school inadequacy. The disadvantaged child is doubly disadvantaged by the weak school. Schools can and do make a difference, and, given the broad estimate that two -thirds of pupils in inner city schools are disadvantaged, it is vitally important that all schools have the highest expectations of their pupils.

Robin Alexander, Jim Rose, Chris Woodhead "Curriculum Organisation and Classroom Practice in Primary Schools: a discussion paper". Department of Education and Science U.K.1992.

The report on the EQAO results brought to the Board did not go far enough in its recommendations to improve the city's teaching of math, reading and writing.

Further Recommendations:

- **Investigate those schools with good results and promote their good practices.**
- **Develop an action plan taking into account :**
 - The areas of concern raised by the EQAO report for the province**
 - Support to schools with serious weaknesses**
 - The requirements to improve the teaching of math.**

ACTION ITEMS

REGULAR BOARD
1998 02 26

COMMITTEE OF THE WHOLE REPORTFEBRUARY 19, 1998Recommended Action:

Moved by _____, seconded by _____: That the Report of the Committee of the Whole dated February 19, 1998 be adopted as distributed.

1. PERSONNEL REPORT

It was moved by B. Wallace: That the following recommendation in the Personnel Report dated February 19, 1998 be approved:

SECTION IV - D. RUSSON, MANAGER, EMPLOYEE RELATIONS

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS**1) Resignations**

That the resignation of **BRADLEY RICH**, Elementary Teacher, approved at the January 1998 meeting, be rescinded.

It was moved by B. Wallace: That the remaining recommendations in the Personnel Report dated February 19, 1998 be approved as follows:

SECTION I - K. CROXALL, SUPERINTENDENT OF SCHOOLS

A. APPOINTMENTS AND TRANSFERS - Nil**B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS****1) Retirement**

a) That in accordance with Article 17.02(b) of the Elementary Collective Agreement, it is recommended that the retirement of **ANNE MARLENE COOKE**, Teacher at Green Acres School be accepted, effective March 31, 1998.

C. LEAVES OF ABSENCE**1) General Leaves**

a) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **WENDY PHELPS**, Teacher at Billy Green School, be granted a .1 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).

b) That a leave is granted to **DEBORAH SMITH**, Teacher at Bell-Stone Public School, effective May 18, 1998 to November 6, 1998 inclusive (25 weeks).

c) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **DEBORAH SMITH**, Teacher at Bell-Stone Public School, be granted a .5 general leave of absence, without pay or allowances, effective November 9, 1998 to August 31, 1999 inclusive (42 weeks and 2 days).

d) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **RUTH-ELLEN SMITH**, Teacher at Janet Lee Public School be granted a general leave of absence, without pay or allowances, effective February 19, 1998 to August 28, 1998 inclusive (27 weeks and 1 day).

e) That a leave is granted to **SANDRA GOEHNER**, Teacher at Tapleystown Public School, effective May 8, 1998 to November 2, 1998 inclusive (25 weeks and 1 day).

D. PROBATIONARY AND PERMANENT CONTRACTS

The Board is informed that the following Elementary Teacher has been granted a probationary contract effective February 11, 1998:

PATRICIA PERCY, Green Acres Public School

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION II - W. JOUDRIE, SUPERINTENDENT OF SCHOOLS

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENT AND TERMINATIONS

1) Retirement

a) That in accordance with Article 17.02(b) of the Elementary Collective Agreement, it is recommended that the retirement of **BEATRICE KLINCK**, Teacher at Sheffield Public School be accepted, effective June 30, 1998.

C. LEAVES OF ABSENCE

1) General Leave

a) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **ANNETTE GRAVELLE**, Teacher at Mary Hopkins Public School be granted a general leave of absence, without pay or allowances, effective April 2, 1998 to June 26, 1998 inclusive (12 weeks and 1 day).

D. PROBATIONARY AND PERMANENT CONTRACTS - Nil

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION III - K. WATERS, SUPERINTENDENT OF SCHOOLS

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS

1) Retirements

a) That in accordance with Article 17.02(b) of the Secondary Collective Agreement, it is recommended that the retirement of **ERNEST ZWICK**, Teacher at Saltfleet District High School be accepted, effective January 31, 1999.

b) That in accordance with Article 17.02(b) of the Secondary Collective Agreement, it is recommended that the retirement of **NORMAN DECKERT**, Teacher at Saltfleet District High School be accepted, effective June 30, 1998.

c) That in accordance with Article 17.02(b) of the Secondary Collective Agreement, it is recommended that the retirement of **HENRY VEENSTRA**, Teacher at Saltfleet District High School be accepted, effective January 31, 1999.

C. LEAVE OF ABSENCE

1) General Leave

a) That a leave is granted to **REBECCA SOUTHERN**, Teacher, Parkside High School, effective March 9, 1998 to May 15, 1998 inclusive (10 weeks).

D. PROBATIONARY AND PERMANENT CONTRACTS

The Board is informed that the following Secondary Teachers have been granted probationary contracts effective February 9, 1998:

MARCI AITKEN, Waterdown District High School
BRENT FRENCH, Orchard Park Secondary School
STANLY KARABELA, Saltfleet District High School
DAN KNEZEVIC, Saltfleet District High School
ROGER ZSIROS, Saltfleet District High School

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION IV - D. RUSSON, MANAGER, EMPLOYEE RELATIONS

A. APPOINTMENTS AND TRANSFERS

1) Promotions

That **RONALD ORME**, Secondary Teacher, be appointed to the position of Acting Assistant Head of Department (Vocational), effective March 2, 1998, with salary according to the salary schedule.

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS - Nil

C. LEAVES OF ABSENCE

1) General Leaves

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

LISA CARROLL, Elementary Teacher, June 1, 1998 to December 31, 1998
MICHAEL CHEESEMAN, Caretaking and Maintenance Staff, February 9, 1998 to June 9, 1998
ELYSIA DYWAN, Secondary Teacher, May 4, 1998 to November 6, 1998
SUSAN K. MACKRORY, Elementary Teacher, March 16, 1998 to September 7, 1998
PAUL PEREIRA, Equipment Repair Technician III, March 16, 1998 to March 15, 1999
BRADLEY RICH, Elementary Teacher, February 2, 1998 to August 31, 1999

2) **Reduced Workload Leave of Absence**

That the requests of the following teaching staff for a Reduced Workload Leave of Absence, effective as shown, be approved:

NANCY KOEGLER, Elementary Teacher, 1.0 to .6, April 1, 1998 to August 31, 1998

DONNA MULLIGAN, Secondary Teacher, 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2), February 4, 1998 to August 31, 1998

KATHERINE SCARTH, Secondary Teacher, 4/6 to 3/6 (3/3 Sem. 1 only)
February 4, 1998 to August 31, 1998

3) **Leave Extensions**

That the requests of the following staff for an extension of their Leave of Absence, effective as shown, be granted:

SHARYN GAGNE, Elementary Teacher, September 1, 1998 to August 31, 1999

CYNTHIA PHILIP, Elementary Teacher, March 30, 1998 to March 29, 2000

4) **Return from Leave of Absence**

That the following staff be returned from Leave of Absence, effective as shown:

DARLENE DI SALVIA, Elementary Teacher, March 2, 1997

NANCY KOEGLER, Elementary Teacher, April 1, 1998 (.6)

LORELEI PREVEC, Elementary Teacher, February 16, 1998

D. **PROBATIONARY AND PERMANENT CONTRACTS**

1) **Probationary Staff**

That the following be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

HEATHER BULL, Educational and Lunchroom Assistant Staff (.5), January 19, 1998

JANE GARBARZ, Educational and Lunchroom Assistant Staff, January 19, 1998

JASON HAYES, Educational and Lunchroom Assistant Staff, January 19, 1998

SUSAN KEENAN, Educational and Lunchroom Assistant Staff, January 19, 1998

ELIZABETH ORSZANSKI, Secondary Teacher, March 2, 1998

E. **OTHER MATTERS REQUIRING BOARD ATTENTION**

1) **Timetable Changes**

That the timetable change of JOAN DABOR, Educational and Lunchroom Assistant Staff, from .5 to 1.0, effective November 21, 1997, with salary according to the salary schedule, be approved.

2) **Other**

That the request of JOHN FREDETTE, Secondary Teacher, to relinquish his position of Assistant Head of Department, Vocational, effective March 2, 1998, be approved.

2. REPORT RE STAFF PLACEMENTS

It was moved by L.Orban: That the following Report re Staff Placements be received for information:

- a) Michael Burjaw has been placed in the position of Manager of Purchasing effective March 2, 1998.
- b) Len Dixon has been placed in the position of Manager, Computer Services effective August 31, 1998.
- c) Gayle deJager has been placed in the position of Secretary to the Superintendent of Business and Treasurer effective August 31, 1998.

3. DRAFT REGULATIONS FOR DELEGATION PRESENTATIONS TO BOARD/COMMITTEE

It was moved by R. Mulholland: That the Draft Regulations for Delegation Presentations to Board/Committee be referred to the Education Committee for consideration.

4. SCHOOL TRIPS

It was moved by J.Rogers: That the following trip requests be approved:

- (a) Grades 6-8 - Chedoke School - Ski Trip, Mt. St. Louie, Barrie on March 4, 1998;
- (b) Grades 4-5 - Holbrook School - Camp Wanakita from May 11 to 13, 1998 inclusive;
- (c) Grades 7-8 - Norwood Park School - St. Donat, Quebec from March 8 to 11, 1998 inclusive;
- (d) Grade 8 - Westview School - Ottawa from June 9 to 12, 1998 inclusive;
- (e) Grades 9-10 - Delta, Sir Allan Macnab, Sir John A. Macdonald, Westdale Schools - Ottawa, History Trip from April 15 to 17, 1998 inclusive;
- (f) Grades 11-OAC - Hill Park School - Integrated Arts Field Study, New York City from May 27 to June 1, 1998 inclusive;
- (g) Grades 11-OAC - Sherwood School - History Trip, Washington, D.C. from April 30 to May 3, 1998 inclusive;
- (h) Grades 10-OAC - Sherwood School - International Music Festival Competition, Cleveland, Ohio from May 8 to 11, 1998 inclusive.

5. COMMUNITY LIAISON COMMITTEE RE SCHOOL BOARD REPRESENTATION

It was moved by B. Wallace: That the correspondence from the Community Liaison Committee re School Board Representation be referred to the Chair of the Board.

6. ST. PETER'S HOSPITAL RE "STAND UP FOR SENIORS" CAMPAIGN

It was moved by J. Bishop: That the correspondence from St. Peter's Hospital re "Stand Up For Seniors" Campaign be received and filed.

7. HAMILTON ASSOCIATION FOR COMMUNITY LIVING RE "CHOCOLATE, CHOCOLATE '98", APRIL 3-5, 1998

It was moved by H. Bullock: That the correspondence from the Hamilton Association for Community Living re "Chocolate, Chocolate '98", April 3-5, 1998 be received.

8. DIVERSE COMMUNITY ACHIEVEMENT CENTRE OF HAMILTON AND REGION, INC. RE MEMBERSHIP

It was moved by B. Wallace: That the correspondence from the Diverse Community Achievement Centre of Hamilton and Region, Inc. re Membership be received and filed.

9. REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH RE ORDER PURSUANT TO THE ENVIRONMENTAL PROTECTION ACT

It was moved by H. Bullock: That the correspondence from the Regional Municipality of Hamilton-Wentworth re Order Pursuant to the Environmental Protection Act be referred to the Business Committee.

Note: The following Recommendations are from the Committee of the Whole In-camera Session and are presented in the public report to the Board:

10. TERM APPOINTMENT - FIELD CONSULTANT - THE ONTARIO CURRICULUM

It was moved by B. Wallace: That Betty Lindsay, Teacher at Tapleytown School, be appointed to the position of Field Consultant - The Ontario Curriculum (term appointment) from February 19, 1998 to June 30, 1998.

11. DRAFT SELECTION PROCEDURES FOR SENIOR OFFICIALS

It was moved by H. Bullock: That the selection process for filling the three vacant Superintendents' positions be conducted by an ad hoc Committee of the Whole Board, utilizing the County selection practice augmented by the voting procedure previously followed by the City Board.

* * * * *

DEFEATED MOTION:

It was moved by B. Wallace: That the Draft Regulations for Delegation Presentations to Board/Committee be referred to a future Special Meeting of the Board in March.

TRUSTEE MOTION - R. WOODWORTH

That policy be immediately established regarding standing committee(s) re conduct of business, rules of operation, function of committee chair(s) and terms of reference.

#10

THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West, Hamilton, Ontario, L8N 3L1

(905) 527-5092 / Fax (905) 521-2536

Approved for distribution
by the Director.

MEMORANDUM

1998 02 20

TO: Al Greenleaf, Director of Education
FROM: P. Gillie, Superintendent - Administrative and Operational Services
D. O'Connor, Manager - Maintenance, Engineering and Design
D. Sage, Manager - Property, Audit, Assessment, Transportation
RE: Request for a 6.0 Metre Wide Easement on Holbrook School Property

Signature: Al Greenleaf

Date: 1998.02.24

RECOMMENDATION:

1. Moved by: _____ seconded by _____
that the Hamilton -Wentworth District School Board enter, at no cost to the Board, into a legal agreement with the Hamilton East Community Services Corporation (HECSC) for the purpose of permitting a 6.0 metre wide easement along the northern property line of Holbrook School in order to install required building services for the proposed new Interval House.
2. Moved by: _____ seconded by _____
that the Hamilton -Wentworth District School Board permit HECSC to act, in co-ordination with the Manager - Maintenance, Engineering and Design, as agent in this matter for the purpose of acquiring necessary permits required by the City of Hamilton or other authorities.

RATIONALE:

Staff have been contacted by Ms. Ilham Azawi, HECSC - Development Co-ordinator for the Interval House project with the request for the easement. Hamilton East Community Services Corporation is the project development and project service body for the Kiwanis Club of Hamilton East Inc., a non-profit service group. Interval House of Hamilton Wentworth is a non-profit charitable organization that provides residential and non-residential services to both women who are abused by their partners and to their children and works to eliminate violence against women through public education and political action.

In considering the request, staff has taken the following steps:

- ◆ Met with Ms. Ilham Azawi, HECSC - Development Co-ordinator for the Interval House project
- ◆ reviewed the site and discussed the project effects on the site with staff at the school
- ◆ reviewed the necessary information provided, including engineering drawings, consulting engineering reports and landscape and architectural plans
- ◆ reviewed existing drawings of the school property to investigate potential interferences with existing services and to identify any otherwise unrelated problems currently existing at the site

Interval House (Hamilton Wentworth), in collaboration with HECSC as their agent, has identified the need and acquired a location for this essential community support facility. The former Board has given approval to enter into agreements through the Property Department for easements on other school properties for a variety of utility, municipal and community facilities in the past.

After review of the request by staff, it is recommended that the easement request be approved.

Note: This request would normally go to Board through Business Committee; however, the next Board meeting does not occur until the end of March.

Report prepared by D. O'Connor, Manager Maintenance, Engineering and Design

ITF

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THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

P.O. Box 2558, 100 Main Street West, Hamilton, Ontario L8N 3L1

Telephone (905) 527-5092

Fax (905) 521-2539

M E M O R A N D U M

TO: Trustees

FROM: The Director of Education

RE: **School Trip**

Recommended Action:

It was moved by _____, seconded by _____ that the following trip request be approved:

(a) Grades 9 - O.A.C. - Sir John A. Macdonald School - Ski Trip, Talisman on March 11, 1998.

Rationale:

As per policy.

Please note that the request form was received too late for processing through the Committee of the Whole.

Feb. 26/98

/sr

#12

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

P.O. Box 2558, 100 Main Street West, Hamilton, Ontario L8N 3L1

Telephone (905) 527-5092

Fax (905) 521-2539

Approved for distribution
by the Director.

February 23, 1998

Signature:

Allan Greenleaf

Date:

1998.02.24

TO: Allan A. Greenleaf, Director of Education & Secretary**FROM:** Merv Matier, Superintendent of Transitional Services**RE: PROCESS FOR THE ESTABLISHMENT OF "GUIDING PRINCIPLES"****RECOMMENDATION:**

Moved by _____, seconded by _____

That this be received for information.

BACKGROUND:

The creation of the Hamilton-Wentworth District School Board presents an opportunity to look beyond merging the operations of two boards to transforming the public education system to create increases in its effectiveness, efficiency, adaptability, and capacity to innovate. Reinventing the system starts with determining the purpose of the organization, defining what direction we want to go and organizing the system for the trip. We need to begin with the end in mind, create and publish to all employees a statement of purpose and develop a system mission statement to achieve maximum effectiveness. There needs to be a deep understanding of and commitment to the mission at all levels of the organization. A deeply embedded and shared value system should be at the centre of the system.

A mission statement focuses energies and provides a sense of orientation and purpose. It prevents one from being distracted and sidetracked, and focuses personal energies and resources. You don't spend time and money and effort on things that aren't related to your reason for being.

The involvement of many stakeholders in the work of transition committees provides an opportunity for input to the development of a vision and mission statement. As work groups and committees consider numerous options and develop proposals, the purpose of the school board will often be examined and clarified. Steven Covey indicates that in his experience, the involvement of people at all levels of the organization is essential for an effective mission statement.

Most executives don't realize what's involved in creating a mission statement that truly represents deeply shared values and vision at all levels of the organization. It takes patience, a long-term perspective, and meaningful involvement – and few organizations rank high in those virtues. Many organizations have a mission statement, but typically people aren't committed to it because they aren't involved in developing it; consequently it's not part of the culture. Culture, by definition, assumes shared vision and values, as represented by a mission statement put together and understood and implemented by all levels of the organization.

Rationale:

While the development of a mission statement is taking place, it is important to provide for all participating in any form of consultation or decision-making a set of agreed-upon guiding principles. These guiding principles will act as a filter for all decision-making. A small working committee of two trustees and two officials will develop a proposed set of guiding principles for trustee consideration. After debate at Committee and Board the approved guiding principles will be published to all involved in the consultation process. The goal is to complete this task in March, 1998.

16(a)

1998 02 24.

MEMORANDUM

TO: Allan Greenleaf, Director of Education & Secretary

FROM: Don Grant, Superintendent of Business & Treasurer
Deborah Russon, Manager, Employee Relations

RE: Staff Placements

In accordance with the Board approved Placement Process, please be advised that Irene Polidori has been placed in the position of Manager of Finance effective August 31, 1998.

Approved for distribution
by the Director.

Signature: *Allan Greenleaf*

Date: 1998.02.24

C O R R E S P O N D E N C E

REGULAR BOARD
1998 02 26

The Hamilton-Wentworth District
School Board,

Thank you for
your expression of kindness.

Your contribution to the Heart
and Stroke Fund was much
appreciated.

Joyce, Shannon & Alison
Deline



18

The Hamilton Women Teachers' Association

149 SANFORD AVE. N., 3RD FLOOR, HAMILTON, ONTARIO L8L 5Z4

1998 02 12

Mr. Allan A. Greenleaf
Director of Education & Secretary-Treasurer
Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, Ontario L8N 3L1



Dear Mr. Greenleaf:

The Hamilton Women Teachers' Association, in conjunction with the Wentworth WTA, will again be sponsoring a career awareness conference for grade eight girls. The event will be held at McMaster University on Friday, May 22, 1998 and Saturday, May 23, 1998. The girls will be housed overnight in one of the university residences.

This conference was held for the first time in 1991 and each subsequent year. We request your permission to advertise this conference through girls' physical education teachers. We also request that Hamilton students attending the event be covered by the Board's insurance.

We have many exciting workshop presenters from the Hamilton-Wentworth area who will open new horizons in non-traditional careers for our female students. This year at least 100 Hamilton girls will have the opportunity to attend the conference.

We are looking forward to your approval. Upon receipt of this, we will work directly through Stella Green-Gibson, Student Services & Community Linkage. If you require any further information, please do not hesitate to contact me at 388-1502.

Sincerely,

Paula Walker
Status of Women
Hamilton Women Teachers' Association

cc. D. Knight
S. Green-Gibson

#19



Hamilton District Society for Disabled Children

Box 2000, Hamilton, Ontario L8N 3Z5
Telephone (905) 385-5391 Fax (905) 521-2636

February 18, 1998

Allan A. Greenleaf
Director of Education and Secretary
The Hamilton and Wentworth District School Board
100 Main Street West
P.O. Box 2558
Hamilton, Ontario L8N 3L1



Dear Mr. Greenleaf:

It has been brought to my attention that our organization, The Hamilton District Society for Disabled Children, does not meet the Ontario Regulation 464/97 of the Ontario Education Act, Special Education Advisory Committees as a "local association". The Regulation states a "local association means an association or organization of parents..."

The Hamilton District Society is an organization of business persons which furthers the interests and well being of children with physical disabilities. Our mandate is "To assist in addressing the needs of children (under 21 years of age) who have physical disabilities that affect gross or fine motor control and that limit their ability to function in activities of daily living by providing financial assistance to projects not funded by other agencies or government". I believe our organization does fit the Regulation of "additional members".

Please inform me at your earliest convenience if the Hamilton District Society for Disabled Children may continue to have representation on Hamilton Wentworth District School Board Special Education Advisory Committee as an "additional member". Our representative is Nalda Dalziel.

Page 2

Thank you for your prompt attention to this matter.

Yours sincerely,

A handwritten signature in cursive script that reads "Mark Matson". The signature is written in dark ink and is positioned above the printed name and title.

Mark Matson
President

cc: Nalda Dalziel



Ministry
of Education
and Training

Ministère
de l'Éducation
et de la Formation

Mowat Block
Queen's Park
Toronto, Ontario
M7A 1L2
Telephone (416) 325-2600
Facsimile (416) 325-2608

Édifice Mowat
Queen's Park
Toronto (Ontario)
M7A 1L2
Téléphone (416) 325-2600
Télécopieur (416) 325-2608

Minister

Ministre

Memorandum to: Board Chairs
From: David J. Johnson
Date: February 23, 1998
Subject: School Board Restructuring Fund



I am pleased to inform you that the Provincial government will provide a total of \$215 million to assist District School Boards and School Authorities to make the necessary adjustments and achieve significant savings in administration as a result of the change in educational governance in Ontario. This funding will also assist all boards with one-time costs to implement new communication technologies and information systems to permit more effective and efficient operations. In addition, these funds will offset initial start-up costs for the newly created French language boards.

The Province is currently involved in negotiations with the Federal government for assistance in the implementation of Ontario's new French-language governance structure. To date, however, we have not been able to reach an agreement. I will continue to seek a fair Federal commitment.

To be eligible for funding support under this program, each board will be required to develop a restructuring plan which would outline activities that it intends to undertake over the next several months to change the way that it does business. That plan is to identify milestones and target completion dates, and provide estimates of savings that will be achieved. Those plans are to be submitted by March 31, 1998.

Many school boards have already achieved significant savings through co-operative measures undertaken with other private and public sector agencies. I am convinced, however, that even greater savings can be achieved as boards work together and with other partners to take advantage of the opportunities created by restructuring to operate more efficiently. As you identify strategies to address your needs, I encourage you to build on best practices within the system and develop common solutions to problems faced by many boards and public sector agencies across the province.

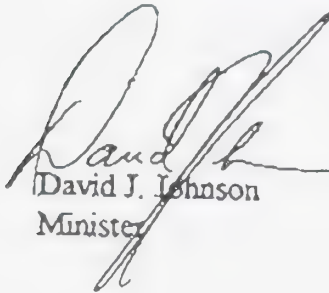
I have asked the Education Improvement Commission to assist in this program. The Commission is available to provide valuable advice as you develop your restructuring plans. It will also be reviewing those plans as they are submitted and making recommendations to the Ministry regarding their implementation.

#20-1

2

It is our intention to advise boards of their funding under this program by the end of April. Additional information will be forthcoming under separate cover from Ministry staff.

In the near future I will be making announcements regarding the new funding model. Following that announcement, additional transition assistance will be made available to deal with adjustments related to implementation of the model.


David J. Johnson
Minister



Ministry
of Education
and Training

Ministère
de l'Éducation
et de la Formation

Mowat Block
Queen's Park
Toronto, Ontario
M7A 1L2
Telephone (416) 325-2180
Facsimile (416) 327-9063

#20-2
Édifice Mowat
Queen's Park
Toronto (Ontario)
M7A 1L2
Téléphone (416) 325-2180
Télécopieur (416) 327-9063

Deputy Minister

Sous-ministre

Memorandum to: Directors of Education
Secretaries of District School Authorities

From: Veronica Lacey

Date: February 23, 1998

Subject: School Board Restructuring Fund

Further to Minister Johnson's announcement of February 23, 1998, I am pleased to enclose the Guidelines and Forms related to the School Board Restructuring Fund.

Funding of \$215 million has been provided to assist District School Boards and School Authorities to make the necessary adjustments and achieve significant savings in administration as a result of the change in educational governance in Ontario. This funding will also offset the one-time start-up costs for the newly created French language boards and assist all boards to implement new communication technologies and information systems to permit more effective and efficient operations. I encourage boards to contact Paul Atkinson, Director of the Ministry's Elementary/Secondary Information Project to discuss their plans with respect to information management before making any commitments.

As indicated by the Minister, each board must develop a restructuring plan to be eligible for funding under this program. That plan is to outline activities that the board intends to undertake over the next several months to change the way that it does business, identify milestones and target completion dates, and provide estimates of savings that will be achieved.

I encourage you to discuss your plans with the Education Improvement Commission. Their ongoing contact with boards across the province regarding transition issues has resulted in a wealth of information about what is working well, and what needs improvement.

Applications for assistance from the School Board Restructuring Fund are to be submitted using the attached forms. To take advantage of opportunities created by the restructuring to operate more efficiently, priority will be given to activities that demonstrate co-operation among school boards and other private and public sector partners.

#20-3

2

Restructuring plans and requests for funding from the School Board Restructuring Fund will be shared with the Education Improvement Commission as they are received. Their recommendations will assist the Ministry to determine funding allocations this Spring.

Allocations will be made on the basis of estimated costs. Boards will be required to submit a detailed report by year end outlining expenditures made, results achieved and savings realized. Grant adjustments will be made should actual disbursements and savings achieved be less than the original estimate.

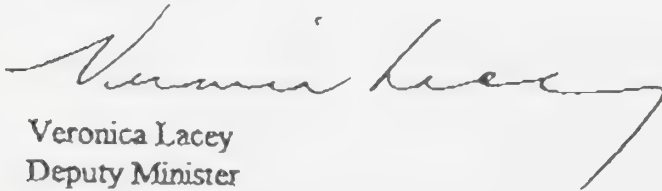
Board restructuring plans and applications for funding are to be submitted by March 31, 1998 to:

Drew Nameth, Director
Capital and Operating Grants Administration Branch
Ministry of Education and Training
21st Floor, Mowat Block
900 Bay Street
Toronto, Ontario M7A 1L2

FAX: (416) 325-4024
E-mail: sbrf@edu.gov.on.ca

Electronic versions of the guidelines and forms may be requested at the following e-mail address: sbrf@edu.gov.on.ca.

Should you have any questions regarding the completion of your application, please direct them to your District Office of the Ministry of Education and Training, or your District Finance Officer.



Veronica Lacey
Deputy Minister

Attachments

#20-4

SCHOOL BOARD RESTRUCTURING FUND

Application for Reimbursement of Restructuring Costs - Guideline

The Ministry of Education and Training has established the School Board Restructuring Fund to assist District School Boards and School Authorities to make the necessary adjustments and achieve significant savings in administration as a result of the change in educational governance in Ontario. These funds, totalling \$215 million, will also offset the one-time start-up costs for the newly created French language boards and assist all boards to implement new communication technologies and information systems to permit more effective and efficient operations.

These funds are being provided to ensure that:

- a) resources available to support the classroom are maintained;
- b) activities which promote administrative efficiency and partnerships with other school boards or public/private sector partners are supported; and
- c) unique local circumstances are addressed.

To be eligible for funding support under this program, boards are required to develop a restructuring plan which would outline activities that they intend to undertake over the next several months to change the way that they do business. That plan is to identify milestones and target completion dates and provide estimates of savings that will be achieved.

To take advantage of opportunities to operate more efficiently that have been created by the restructuring, priority will be given to activities that demonstrate co-operation among school boards and other private and public sector partners.

Examples of activities which would be eligible for support include:

Establishing co-operatives - the development or expansion of cooperatives to deliver programs and services (e.g. transportation, purchasing, student support services) in a more cost effective manner, or the development of information systems which can be applied across the province.

Information systems - the acquisition/integration of computer-based administrative systems (e.g. student information systems; human resources information systems; financial reporting and accounting systems; payroll systems etc.)

Communications technology - the acquisition and implementation of communications technology infrastructure (e.g., Internet, e-mail) to enable more effective and efficient communications and information sharing among staff and students within boards, with other boards; with the ministry; and with other community partners.

Standardizing/developing human resource policies and practices - the review of human resource policies and practices that had been in place in the old boards and the development of consistent approaches for the new District School Board structure.

#20-5

Standardizing/developing administrative policies & procedures - the review of administrative policies and procedures that had been in place in the old boards and the development of consistent approaches for the new District School Board structure.

Assets and records management - the identification and transfer of assets and board records (e.g. student and employee files; business transactions; historical files) from the old boards to the District School Boards.

Only incremental costs incurred by the school board as a direct result of restructuring will be eligible for funding support. The fund is not intended to offset ongoing costs. Eligible costs would include:

- Severance, counseling and training costs for full- or part-time non-teaching employees who as a result of the amalgamation of school boards and restructuring activities are laid off or exit voluntarily after January 1, 1998, provided their positions are eliminated from the payroll. Severance costs paid in accordance with contractual obligations (per agreements in place on January 1, 1998) will be recognized for funding support at a rate of two weeks per year of service to a maximum of twenty-six weeks. Counseling and training costs recognized for funding support will not exceed \$2,500 per individual.
- Salaries and benefits for additional staff hired to undertake restructuring activities or to backfill for board employees temporarily reassigned to such tasks. With the exception of newly-created French-language boards that will be purchasing administrative services from designated boards during the period from January to August 1998, the salaries and benefits of board employees are not eligible costs.
- Consulting, legal, audit and other professional fees (e.g. for negotiation or mediation services) directly related to specific restructuring activities. Ongoing costs resulting from the harmonization of collective agreements are not eligible costs. In addition, consulting fees to identify corporate goals, strategies and restructuring plans are not eligible.
- Costs to align or to cancel service contracts resulting from the standardization of policies and procedures in amalgamating boards.
- Supplies, furniture and equipment (including computer hardware and software) required to:
 - achieve the objectives of the restructuring activities; or
 - establish board offices for the newly created French-language school boards. The costs recognized for funding support will not exceed \$8,500 per board member and full-time non-teaching employee to be working in such offices.Boards are encouraged to propose leasing options for furniture and equipment.

#20-6

3

- Travel expenses of board employees directly related to specific restructuring activities paid in accordance with established policies of the board.
- Packing, unpacking, moving, and temporarily storing of chattels to consolidate into the location selected as the board office for amalgamated or newly created French-language school boards.
- Moving expenses for non-teaching employees working in board offices who are newly assigned to a work location more than 40 kilometers from their home
- Training costs for board employees directly involved in the implementation of specific restructuring activities.

In addition to those identified above, the following costs will not be recognized for funding under this program:

- costs previously offset by funding provided to Local Education Improvement Committees through the Education Improvement Commission;
- financing costs;
- legal fees associated with lawsuits, claims, court challenges;
- incentives such as salary bonuses; or
- plant requirements such as renovations or new signs

Allocations will be made on the basis of estimated costs. Boards will be required to submit a detailed report by December 31, 1998 outlining expenditures made, results achieved and savings realized. Grant adjustments will be made should actual disbursements and savings achieved be less than the original estimate.

Board restructuring plans (accompanied by a board resolution adopting the plan) and applications for funding under the School Board Restructuring Fund made on the attached forms are to be submitted by March 31, 1998 to:

Drew Nameth, Director
Capital and Operating Grants Administration Branch
Ministry of Education and Training
21st Floor, Mowat Block
Queen's Park
Toronto, Ontario M7A 1L2

FAX: (416) 325-4024 e-mail: sbrf@edu.gov.on.ca

Electronic versions of the guidelines and forms can be obtained from the following e-mail address: sbrf@edu.gov.on.ca.

20-7

SCHOOL BOARD RESTRUCTURING FUND **Board Application Summary Form**

Board Number: DSB# _____ Board Name: _____

Contact Name: _____ Telephone Number: _____

Fax Number: _____ e-Mail Address: _____

Category Number	Project Title	Estimated Costs			
		Jan-Dec 1997	Jan-Mar 1998	Apr/98-March/99	Total
	Severance / Counselling / Training Costs Note: Applies only for staff laid off or exiting voluntarily after January 1, 1998, provided that the position has been eliminated from the payroll				
TOTAL					

Project Categories:

- | | |
|---|--|
| 1. Establishing co-operative consortia | 2. Information Systems |
| 3. Communications Technology | 4. Human resource policies and practices |
| 5. Administrative policies and procedures | 6. Assets and records management |
| 7. Other | |

Approved by:

Signature: _____
 Board Chair

Date: _____

Signature: _____
 Board Director

Date: _____

#20-8

SCHOOL BOARD RESTRUCTURING FUND
Application for Reimbursement of Restructuring Costs
Employee Severance/Counselling/Training

Board Number: DSR# _____ Board Name: _____

Contact Name: _____ Telephone Number: _____

Fax Number: _____ e-Mail Address: _____

Employee Type	No. of Employees (Jan.1,1998)	No. of Employees Impacted	Severance Cost (Maximum of 26 weeks per employee)	Counselling / Training Cost (Max of \$2,500/ employee)	Total
Supervisory Officers					
Senior Managers					
Managers					
Administrative Personnel					
Maintenance Personnel					
Other (Specify)					
TOTAL					

Note: Applies only for staff laid off or exiting voluntarily after January 1, 1998, provided that the position has been eliminated from the payroll

#20-9

SCHOOL BOARD RESTRUCTURING FUND
Application for Reimbursement of Restructuring Costs

Board Number: DSB# _____ **Board Name:** _____

Contact Name: _____ **Telephone Number:** _____

Fax Number: _____ **Mail Address:** _____

Project Type: (check one) ☐ 1. Establishing co-operative consortia ☐ 2. Information Systems
☐ 3. Communications Technology ☐ 4. Human resource policies and practices
☐ 5. Administrative policies and procedures ☐ 6. Assets and records management
☐ 7. Other

1. Project Title:

2. Description:

3. Co-operative consortia partners (please list other boards and public/private sector groups participants).

4. Timing (please identify major milestones and target completion dates):

#20-10

SCHOOL BOARD RESTRUCTURING FUND
Application for Reimbursement of Restructuring Costs (cont'd)

Board Number: DSB# _____ Board Name: _____

Project Title: _____

5. Business Case:

A. Rationale for Undertaking Project:

B. Expected results:

C. Total Project Cost: _____

D. Estimated Annual Savings:

	Current Annual Expenditures Directly related to this Activity	Expected Annual Expenditures related to this Activity on Project Completion	Annual Savings (Dollars)	Annual Savings (Percent)
Salaries and Benefits				
Supplies and Equipment				
Contracts and Professional Fees				
Other (specify)				
Total				

#20-11

SCHOOL BOARD RESTRUCTURING FUND
Application for Reimbursement of Restructuring Costs (cont'd)

Board Number: DSB# _____ Board Name: _____

Project Title: _____

6. Breakdown of Total Costs:

Item	Actual Jan-Dec, 1997	Projection Jan-Mar., 1998	Projection Apr. 98-Mar 99	Total
Salaries and Benefits				
Professional Fees				
Contract costs				
Supplies				
Furniture				
Equipment - Computer				
Equipment - other				
Travel expenses				
Office relocation				
Employee Relocation				
Training				
Other (specify)				
TOTAL COST				

LYNN PETERSON
President



#20-12

GAIL ANDERSON
Executive Director

Ontario Public School Boards' Association

439 University Avenue, 18th Floor, Toronto, Ontario M5G 1Y8
Telephone: (416) 340-2540 • Fax: (416) 340-7571
e-mail: admin@opsba.org • <http://www.opsba.org>

MEMORANDUM TO: Director of Education
Chair of the Board

FROM: OPSBA Staff

DATE: February 23, 1998

SUBJECT: Transition Funding Announcement

This morning Minister of Education and Training Dave Johnson announced details of a \$215 million dollar transitional funding program for school boards. The Minister has requested that by March 31, school boards submit restructuring plans which demonstrate permanent changes in the way they do business. The Education Improvement Commission is available to assist school boards with these plans. The Minister also indicated that decisions on funding will be made by the end of April. OPSBA will be providing an analysis of this announcement shortly.

Attached is a copy of the Minister's News Release, Backgrounder and OPSBA's News Release.

For more information: Perry Blocher, Director of Communications, ext. 111
Camille Quenneville, Director of Policy, ext. 128
Bill Kay, Director of Labour Relations, ext. 118



News Release



Communiqué

20-13

ONTARIO PUBLIC SCHOOL BOARDS' ASSOCIATION

ASSOCIATION DES CONSEILS SCOLAIRES PUBLICS
DE L'ONTARIO

TRANSITION PROGRAM RECOGNIZES SOME COSTS

Toronto, February 23, 1998 -- The Ontario Public School Boards' Association (OPSBA) welcomes Education Minister Johnson's transition program announcement, but is concerned the bulk of costs associated with school board amalgamation have yet to be recognized.

"We thank the Minister for the program. It affirms what we've been saying for months; massive amalgamation is costly, and funding is required to ensure the process is smooth and is not felt in the classroom," said OPSBA president Lynn Peterson.

However, the bulk of what makes the transition challenging has not been incorporated into this announcement. Pay equity and the rationalization of programs for students will pose some of the greatest burdens on district school boards.

Teaching and non-teaching collective agreements are now being renegotiated, and harmonization costs are very high. With the addition of pay equity costs, their impact on boards' budgets will be substantial, and today's announcement does not speak to this issue.

District school boards will soon be forced to make difficult choices with respect to programs once the funding formula is released. "Fundamental programs like junior kindergarten (JK) are in real jeopardy," added Peterson. "Yet the choice for the government is simple: either you fund JK for every child in Ontario that needs it, or you don't. Parents will not look upon potential cancellations favourably if JK does not remain fully funded by the Ministry of Education & Training."

The Ontario Public School Boards' Association represents 1.7 million students through their public school boards across the province. The Association promotes and enhances Ontario's high-quality public education system by providing a strong voice on behalf of member boards, and by developing effective partnerships.

- 30 -

For more information please contact:

Perry Blocher
OPSBA Communications
(416) 340-2540, extension 111
(416) 937-2104, cellular

PRINTED IN CANADA ON RECYCLED PAPER



News Release Communiqué

#20-14
OntarioMinistry of Education
and TrainingMinistère de l'Éducation
et de la Formation

School Board Transition program encourages innovation, co-operation as school boards restructure

TORONTO — (February 23, 1998) Ontario's new district school boards are being encouraged to develop innovative ways of doing business through a transition program announced today by Education and Training Minister Dave Johnson.

"The start-up of the new district school boards is an opportunity to find new ways of doing things. We are looking for creative and co-operative approaches to the effective use of resources," Johnson said. "We want boards to take a fresh look at the services they deliver, and suggest ideas on how they can make improvements to the system while operating as efficiently as possible."

Ontario will provide a total of \$215-million in the next two years to help district school boards meet restructuring and start-up costs and increase their administrative efficiency. The funding will also help offset start-up costs for Ontario's new French-language district school boards.

"This funding will ensure boards can meet immediate restructuring costs and find more efficient ways to operate," Johnson said. "These innovations should directly benefit students by enabling boards to focus greater resources in the classroom."

The Transition program will give priority to funding proposals that feature co-operative activities among school boards and other public or private sector partners.

"There are already several school boards taking advantage of partnerships," Johnson said.

For example, a consortium of the two York Region school boards developed a single school bus transportation system that has saved over \$8-million in three years. The boards acquire many supplies and services jointly, saving \$500,000 annually by eliminating duplication. The consortium also established a joint audio-visual resources library to serve classrooms of both boards, and amalgamated the boards' student attendance counselling services, saving a further \$300,000.

#20-15

- 2 -

School boards have been asked to prepare restructuring plans indicating how they will use the funding to make permanent changes in the way they do business. The plans are to be submitted to the Ministry of Education and Training by March 31. Boards will be advised of their allocations by the end of April.

The Education Improvement Commission has indicated that it is available to provide advice to boards as they develop their restructuring plans.

- 30 -

For further information:

Danièle Gauvin
Communications Branch
(416) 325-2630

Ian Henderson
Communications Branch
(416) 325-2009

Backgrounder Renseignements

# 20-16
OntarioMinistry of Education
and TrainingMinistère de l'Éducation
et de la Formation

Co-operative activities by school boards

Many Ontario school boards are already involved in co-operative activities to reduce administrative costs.

Priority for funding from Ontario's \$215-million transition funding will be given to restructuring activities that involve a co-operative approach among school boards and other public or private sector partners.

The following are recent examples of some co-operative activities undertaken by school boards:

York Region Joint Board Consortium

This partnership of the two school boards in York Region won a 1997 Ontario Local Government Innovative Public Services Delivery Award. In three years, the consortium has achieved more than \$8-million in savings by establishing a single school bus transportation system to serve the students of both boards, using the "one road – one bus" concept. Recently, this same "one road" concept was successfully applied to the courier services for the boards.

Through the consortium, joint work groups were established and are actively pursuing and implementing shared services in the areas of student transportation, purchasing, physical plant, planning, information systems, and administrative services.

As a result, the boards now jointly review and tender for most supplies and services, saving \$500,000 annually by eliminating duplication. Examples of shared services include purchase of paper and school supplies, telecommunications, security monitoring, waste disposal, and snowplowing.

The consortium also established a joint audio-visual resources library to serve classrooms of both boards, and have amalgamated the boards' student attendance counselling services, saving a further \$300,000 annually.

Last year, the two boards produced a brochure and video about their joint services. These are available to other school boards and public agencies.

Metro Toronto School Boards Purchasing and Warehousing Co-operative

In 1996, the seven public school boards in Metro Toronto established a Purchasing and Warehousing Co-operative to handle purchasing and warehouse functions previously provided by the individual boards. This resulted in reduced administrative costs of about \$5-million and ongoing annual savings of about \$10-million on the purchase of goods and services. Since its establishment, other organizations have signed customer service agreements for purchasing and supply services through the Co-operative.

Lincoln County co-operative activities

The school boards in Lincoln county are engaged in a wide range of co-operative activities, including the Ontario School Boards Insurance Exchange, the Education Computer Network of Ontario, a long-distance telecommunications co-op, and the Niagara Public Purchasing Committee — a group that includes 30 agencies in that region. The boards also share some facilities, including an elementary school, a warehouse facility, and a media centre, with each other and with local municipalities. The Lincoln public board estimates annual savings of \$1.2-million from these initiatives.

Co-operation to meet special needs

Many boards have joined with hospitals, children's aid societies, and other local agencies to make the best use of local assessment and care resources:

Lakehead

The Lakehead Board of Education formed a partnership with Lakehead University and the Lakehead Regional Family Centre to provide services for assessing students' special needs. This co-operative approach resulted in estimated savings of \$220,000 in 1997.

Atikokan

The former Atikokan Board of Education combined with Atikokan General Hospital to provide speech-language pathology services, with estimated annual savings of \$40,000.

Halton

The two school boards in Halton offer a Child & Adolescent Psychiatric Inpatient Program in partnership with Oakville-Trafalgar Memorial Hospital and Halton Adolescent Support Services. This partnership saves the two boards more than \$168,000 annually.

Backgrounder Renseignements

#20-18
OntarioMinistry of Education
and TrainingMinistère de l'Éducation
et de la Formation

Transition program for school boards

On January 1, 1998, 72 district school boards were established in Ontario, replacing 129 major school boards. At the same time, 37 small isolate or hospital school boards were renamed "school authorities".

The 72 new district school boards include 12 new French-language boards. Of the 60 new English-language district school boards, 36 are the result of an amalgamation of two or more old school boards.

Ontario is providing \$215-million in transition funding for new district school boards and school authorities.

Priority for funding will be given to restructuring activities that involve a co-operative approach among school boards and other public or private sector partners.

This funding will be used to achieve significant and permanent savings in school board administration. Restructuring activities eligible for funding include:

- standardization of policies and procedures for amalgamating boards — examples include:
 - integration of computer-based administrative systems, such as payroll, accounting, human resource systems, or student information systems
 - human resource or administration policies and procedures
 - consolidating assets and records
- acquiring and using communications technology
- establishing co-operatives with public or private sector partners
- start-up costs for the new French-language district school boards

Boards will also be eligible for reimbursement of other costs related to restructuring, including:

- consulting, legal, audit, and other professional services
- setting up board offices for the new French-language boards
- severance, counselling and training costs for non-teaching employees laid off as a result of restructuring

Boards have been asked to develop plans for restructuring activities and submit these to the Ministry by March 31. Boards will be notified of their allocation by the end of April.

The Education Improvement Commission has indicated that it is available to provide advice to boards as they develop their restructuring plans.



January 30, 1998

ONTARIO
INSTITUTE
FOR
STUDIES
IN
EDUCATION
OF
THE
UNIVERSITY
OF
TORONTO

Dear Director,

Thank you for your support of the *Impact Math* professional development program being offered to support teachers of math in Grades 7 and 8.

We received hundreds of applications from all over Ontario and the calibre of applications was outstanding. After much deliberation, a small cadre of ten mathematics educators were chosen for this exciting new program. Selection was made on the basis of mathematics and workshop presentation experience, regional diversity, public and separate school representation, and gender.

This cadre will provide inservice to board trainer teams across the province. They are:

Ms. Katie Branovacki	District School Board 9
Mr. Trevor Brown	District School Board 12
Ms. Jeri Lunney	Separate District School Board 53
Mr. André Mailloux	District School Board 3
Ms. Pat Margerm	Separate District School Board 40
Ms. Lee McMenemy	District School Board 2
* Ms. Laura Romano	District School Board 21 *
Ms. Caroline Rosenbloom	District School Board 12
Ms. Jan Scully	District School Board 16
Ms. Emilia Veltri	District School Board 6A

We look forward to sending you more detailed information on the projects and resources that will be made available to your staff. Please encourage your candidate to participate in the training sessions. We would welcome his/her expertise!

Once again, thank you for supporting this venture.

Sincerely,

Joanne Quinn

Joanne Quinn
Director
Continuing Education

22

MEMO

Approved for	_____
by the Dir.	_____
Signature	<i>[Signature]</i>
Date:	1998.02.24

TO: Allan Greenleaf, Director of Education and Secretary

FROM: Daryl Sage, Manager
Special Projects, Audit, Assessment, Property, Insurance and Transportation

DATE: February 23, 1998

SUBJECT: Update: Sale of 220 Dundurn Street South - Warehouse

On Friday, February 20, 1998 I closed the sale of 220 Dundurn Street South. All the necessary adjustments have been made and the funds, \$400,000, deposited through the Accounting Department. In addition to the sale proceeds, I obtained an additional \$2,500 relating to the delay in closing as well as the use of the external walls to mount signs for the purpose of advertising the purchaser's project.

All sale of sites, previously initiated, have now been concluded.

/dtg

WENTWORTH DISTRICT SCHOOL BOARD

e Regular Board Meeting of The Hamilton-Wentworth District

School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on February 26, 1998.

Those present:

Ray Mulholland, Chair
Reg Woodworth, Vice-Chair
Judith Bishop
Heather Bullock
Janice Dewar
Wes Hicks
Eleanor Johnstone
Lillian Orban
Laura Peddle - arrived at 8:15 p.m.
Joe Rogers

Regrets:

Bruce Wallace

In attendance:

Allan A. Greenleaf, Director of Education and Secretary
Ken Bain, Interim Assistant Superintendent of Schools
Elizabeth Bond, Superintendent of Program
Krys Croxall, Superintendent of Schools
Don Grant, Superintendent of Business and Treasurer
Wayne Joudrie, Superintendent of Schools
Merv Matier, Superintendent of Transitional Services
Murray Quinn, Superintendent of Schools
Stew Thompson, Assistant Superintendent of Schools
Janice Tomlinson, Interim Assistant Superintendent of Program
Lucy Veerman, Acting Senior Financial Officer
Ken Waters, Superintendent of Schools

Also present:

Deborah Russon, Manager, Employee Relations
Duane O'Connor, Manager, Design Services

IN-CAMERA SESSION:

The Chair called the in-camera session to order at 7:05 p.m.

The Chair called the open session to order at 8:05 p.m. and the members commenced the meeting with the singing of O'Canada.

3. PUBLIC QUESTION PERIOD

A. Greenleaf read the following writing questions submitted by Michelle Clarke:

1. What does the Board mean by the phrase: "If required by the participants"? and
2. Where is the role of the Director, as Secretary of the Board, delineated?

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A. Greenleaf asked that M. Quinn respond to the first question since the phrase is quoted from the former City Board policy.

M. Quinn noted that the minutes provide the rationale for the decision by the Board and parties to the hearing may require that the Board provide such rationale. The minutes, therefore, have to reflect as closely as possible the content and intent of deliberations conducted once the hearing was commenced.

A. Greenleaf noted that the responsibilities of the Secretary of the Board are delineated in the Education Act and indicated that this will be outlined in the written response to Ms. Clarke's questions.

4. APPROVAL OF MINUTES - FEBRUARY 12, 1998

RESOLUTION #98-72: It was moved by E. Johnstone, seconded by R. Woodworth that the minutes of February 12, 1998 be approved as distributed.

CARRIED UNANIMOUSLY.

5. BUSINESS ARISING FROM THE MINUTES

A. Greenleaf reported that, in response to the advertisement for interested citizens to serve as Library Board representatives on behalf of the Board, one application was received for the City Library Board and 4 applications were received for the Town of Dundas.

R. Mulholland asked that the item be placed on the Education Committee agenda for further action.

6. APPROVAL OF AGENDA

The following items were added:

11. School Trips - two additional requests

RESOLUTION #98-73: It was moved by J. Rogers, seconded by E. Johnstone that the agenda be approved as amended.

CARRIED.

7. COMMITTEE OF THE WHOLE BOARD REPORT

RESOLUTION #98-74: It was moved by R. Woodworth, seconded by L. Orban that the Committee of the Whole Report dated February 19 be adopted as follows:

1. PERSONNEL REPORT

It was moved by B. Wallace: That the following recommendation in the Personnel Report dated February 19, 1998 be approved:

SECTION IV - D. RUSSON, MANAGER, EMPLOYEE RELATIONS

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS

1) Resignations

That the resignation of **BRADLEY RICH**, Elementary Teacher, approved at the January 1998 meeting, be rescinded.

It was moved by B. Wallace: That the remaining recommendations in the Personnel Report dated February 19, 1998 be approved as follows:

SECTION I - K. CROXALL, SUPERINTENDENT OF SCHOOLS**A. APPOINTMENTS AND TRANSFERS - Nil****B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS****1) Retirement**

a) That in accordance with Article 17.02(b) of the Elementary Collective Agreement, it is recommended that the retirement of **ANNE MARLENE COOKE**, Teacher at Green Acres School be accepted, effective March 31, 1998.

C. LEAVES OF ABSENCE**1) General Leaves**

a) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **WENDY PHELPS**, Teacher at Billy Green School, be granted a .1 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).

b) That a leave is granted to **DEBORAH SMITH**, Teacher at Bell-Stone Public School, effective May 18, 1998 to November 6, 1998 inclusive (25 weeks).

c) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **DEBORAH SMITH**, Teacher at Bell-Stone Public School, be granted a .5 general leave of absence, without pay or allowances, effective November 9, 1998 to August 31, 1999 inclusive (42 weeks and 2 days).

d) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **RUTH-ELLEN SMITH**, Teacher at Janet Lee Public School be granted a general leave of absence, without pay or allowances, effective February 19, 1998 to August 28, 1998 inclusive (27 weeks and 1 day).

e) That a leave is granted to **SANDRA GOEHNER**, Teacher at Tapleystown Public School, effective May 8, 1998 to November 2, 1998 inclusive (25 weeks and 1 day).

D. PROBATIONARY AND PERMANENT CONTRACTS

The Board is informed that the following Elementary Teacher has been granted a probationary contract effective February 11, 1998:

PATRICIA PERCY, Green Acres Public School

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil**SECTION II - W. JOUDRIE, SUPERINTENDENT OF SCHOOLS****A. APPOINTMENTS AND TRANSFERS - Nil****B. RESIGNATIONS, RETIREMENT AND TERMINATIONS****1) Retirement**

a) That in accordance with Article 17.02(b) of the Elementary Collective Agreement, it is recommended that the retirement of **BEATRICE KLINCK**, Teacher at Sheffield Public School be accepted, effective June 30, 1998.

C. LEAVES OF ABSENCE**1) General Leave**

a) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **ANNETTE GRAVELLE**, Teacher at Mary Hopkins Public School be granted a general leave of absence, without pay or allowances, effective April 2, 1998 to June 26, 1998 inclusive (12 weeks and 1 day).

D. PROBATIONARY AND PERMANENT CONTRACTS - Nil**E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil****SECTION III - K. WATERS, SUPERINTENDENT OF SCHOOLS****A. APPOINTMENTS AND TRANSFERS - Nil****B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS****1) Retirements**

a) That in accordance with Article 17.02(b) of the Secondary Collective Agreement, it is recommended that the retirement of **ERNEST ZWICK**, Teacher at Saltfleet District High School be accepted, effective January 31, 1999.

b) That in accordance with Article 17.02(b) of the Secondary Collective Agreement, it is recommended that the retirement of **NORMAN DECKERT**, Teacher at Saltfleet District High School be accepted, effective June 30, 1998.

c) That in accordance with Article 17.02(b) of the Secondary Collective Agreement, it is recommended that the retirement of **HENRY VEENSTRA**, Teacher at Saltfleet District High School be accepted, effective January 31, 1999.

C. LEAVE OF ABSENCE**1) General Leave**

a) That a leave is granted to **REBECCA SOUTHERN**, Teacher, Parkside High School, effective March 9, 1998 to May 15, 1998 inclusive (10 weeks).

D. PROBATIONARY AND PERMANENT CONTRACTS

The Board is informed that the following Secondary Teachers have been granted probationary contracts effective February 9, 1998:

MARCI AITKEN, Waterdown District High School

BRENT FRENCH, Orchard Park Secondary School

STANLY KARABELA, Saltfleet District High School

DAN KNEZEVIC, Saltfleet District High School

ROGER ZSIROS, Saltfleet District High School

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION IV - D. RUSSON, MANAGER, EMPLOYEE RELATIONS

A. APPOINTMENTS AND TRANSFERS**1) Promotions**

That **RONALD ORME**, Secondary Teacher, be appointed to the position of Acting Assistant Head of Department (Vocational), effective March 2, 1998, with salary according to the salary schedule.

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS - Nil**C. LEAVES OF ABSENCE****1) General Leaves**

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

LISA CARROLL, Elementary Teacher, June 1, 1998 to December 31, 1998

MICHAEL CHEESEMAN, Caretaking and Maintenance Staff, February 9, 1998 to June 9, 1998

ELYSIA DYWAN, Secondary Teacher, May 4, 1998 to November 6, 1998

SUSAN K. MACKRORY, Elementary Teacher, March 16, 1998 to September 7, 1998

PAUL PEREIRA, Equipment Repair Technician III, March 16, 1998 to March 15, 1999

BRADLEY RICH, Elementary Teacher, February 2, 1998 to August 31, 1999

2) Reduced Workload Leave of Absence

That the requests of the following teaching staff for a Reduced Workload Leave of Absence, effective as shown, be approved:

NANCY KOEGLER, Elementary Teacher, 1.0 to .6, April 1, 1998 to August 31, 1998

DONNA MULLIGAN, Secondary Teacher, 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2), February 4, 1998 to August 31, 1998

KATHERINE SCARTH, Secondary Teacher, 4/6 to 3/6 (3/3 Sem. 1 only)
February 4, 1998 to August 31, 1998

3) Leave Extensions

That the requests of the following staff for an extension of their Leave of Absence, effective as shown, be granted:

SHARYN GAGNE, Elementary Teacher, September 1, 1998 to August 31, 1999

CYNTHIA PHILIP, Elementary Teacher, March 30, 1998 to March 29, 2000

4) Return from Leave of Absence

That the following staff be returned from Leave of Absence, effective as shown:

DARLENE DI SALVIA, Elementary Teacher, March 2, 1997

NANCY KOEGLER, Elementary Teacher, April 1, 1998 (.6)

LORELEI PREVEC, Elementary Teacher, February 16, 1998

D. PROBATIONARY AND PERMANENT CONTRACTS**1) Probationary Staff**

That the following be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

HEATHER BULL, Educational and Lunchroom Assistant Staff (.5), January 19, 1998

JANE GARBARZ, Educational and Lunchroom Assistant Staff, January 19, 1998

JASON HAYES, Educational and Lunchroom Assistant Staff, January 19, 1998

SUSAN KEENAN, Educational and Lunchroom Assistant Staff, January 19, 1998

ELIZABETH ORSZANSKI, Secondary Teacher, March 2, 1998

E. OTHER MATTERS REQUIRING BOARD ATTENTION**1) Timetable Changes**

That the timetable change of **JOAN DABOR**, Educational and Lunchroom Assistant Staff, from .5 to 1.0, effective November 21, 1997, with salary according to the salary schedule, be approved.

2) Other

That the request of **JOHN FREDETTE**, Secondary Teacher, to relinquish his position of Assistant Head of Department, Vocational, effective March 2, 1998, be approved.

2. REPORT RE STAFF PLACEMENTS

It was moved by L.Orban: That the following Report re Staff Placements be received for information:

- a) Michael Burjaw has been placed in the position of Manager of Purchasing effective March 2, 1998.
- b) Len Dixon has been placed in the position of Manager, Computer Services effective August 31, 1998.
- c) Gayle deJager has been placed in the position of Secretary to the Superintendent of Business and Treasurer effective August 31, 1998.

3. DRAFT REGULATIONS FOR DELEGATION PRESENTATIONS TO BOARD/COMMITTEE

It was moved by R. Mulholland: That the Draft Regulations for Delegation Presentations to Board/Committee be referred to the Education Committee for consideration.

4. SCHOOL TRIPS

It was moved by J. Rogers: That the following trip requests be approved:

- (a) Grades 6-8 - Chedoke School - Ski Trip, Mt. St. Louie, Barrie on March 4, 1998;
- (b) Grades 4-5 - Holbrook School - Camp Wanakita from May 11 to 13, 1998 inclusive;
- (c) Grades 7-8 - Norwood Park School - St. Donat, Quebec from March 8 to 11, 1998 inclusive;
- (d) Grade 8 - Westview School - Ottawa from June 9 to 12, 1998 inclusive;
- (e) Grades 9-10 - Delta, Sir Allan MacNab, Sir John A. Macdonald, Westdale Schools - Ottawa, History Trip from April 15 to 17, 1998 inclusive;
- (f) Grades 11-OAC - Hill Park School - Integrated Arts Field Study, New York City from May 27 to June 1, 1998 inclusive;
- (g) Grades 11-OAC - Sherwood School - History Trip, Washington, D.C. from April 30 to May 3, 1998 inclusive;

- (h) Grades 10-OAC - Sherwood School - International Music Festival Competition, Cleveland, Ohio from May 8 to 11, 1998 inclusive.

5. COMMUNITY LIAISON COMMITTEE RE SCHOOL BOARD REPRESENTATION

It was moved by B. Wallace: That the correspondence from the Community Liaison Committee re School Board Representation be referred to the Chair of the Board.

6. ST. PETER'S HOSPITAL RE "STAND UP FOR SENIORS" CAMPAIGN

It was moved by J. Bishop: That the correspondence from St. Peter's Hospital re "Stand Up For Seniors" Campaign be received and filed.

7. HAMILTON ASSOCIATION FOR COMMUNITY LIVING RE "CHOCOLATE, CHOCOLATE '98", APRIL 3-5, 1998

It was moved by H. Bullock: That the correspondence from the Hamilton Association for Community Living re "Chocolate, Chocolate '98", April 3-5, 1998 be received.

8. DIVERSE COMMUNITY ACHIEVEMENT CENTRE OF HAMILTON AND REGION, INC. RE MEMBERSHIP

It was moved by B. Wallace: That the correspondence from the Diverse Community Achievement Centre of Hamilton and Region, Inc. re Membership be received and filed.

9. REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH RE ORDER PURSUANT TO THE ENVIRONMENTAL PROTECTION ACT

It was moved by H. Bullock: That the correspondence from the Regional Municipality of Hamilton-Wentworth re Order Pursuant to the Environmental Protection Act be referred to the Business Committee.

Note: The following Recommendations are from the Committee of the Whole In-camera Session and are presented in the public report to the Board:

10. TERM APPOINTMENT - FIELD CONSULTANT - THE ONTARIO CURRICULUM

It was moved by B. Wallace: That Betty Lindsay, Teacher at Tapleystown School, be appointed to the position of Field Consultant - The Ontario Curriculum (term appointment) from February 19, 1998 to June 30, 1998.

11. DRAFT SELECTION PROCEDURES FOR SENIOR OFFICIALS

It was moved by H. Bullock: That the selection process for filling the three vacant Superintendents' positions be conducted by an ad hoc Committee of the Whole Board, utilizing the County selection practice augmented by the voting procedure previously followed by the City Board.

CARRIED, 10 IN FAVOUR, 1 ABSTENTION

8. ADOPTION OF IN-CAMERA SESSION REPORT

RESOLUTION #98-75: It was moved by J. Rogers, seconded by H. Bullock that the In-camera Session Report be adopted as follows:

C-1. COMMITTEE OF THE WHOLE IN-CAMERA REPORT

It was moved by R. Woodworth, seconded by E. Johnstone that the Committee of the Whole In-camera Report dated February 19, 1998 be adopted as follows:

1. PERSONNEL REPORT

It was moved by H. Bullock: That the Personnel Report dated February 19, 1998 be adopted and the recommendation contained therein be approved as follows:

(a) Motion re granting credit for experience to a teacher.

2. ELECTION OF SEVERANCE OPTION - GARY HARDMAN

It was moved by J. Rogers: That the Board accept the election of Gary Hardman for the payment of severance effective February 27, 1998 and approve the severance and notice payment as provided in the Professional Administrative Support Staff (PASS) Employment Policies and Procedures Booklet.

C-2. REPORT OF THE SALARY COMMITTEE

Report withdrawn and replaced by Item C-2 decision during the in-camera discussion.

C-3. COMMITTEE OF REVIEW

It was moved by R. Woodworth, seconded by L. Orban that the Committee of Review Report dated February 24, 1998 be adopted as presented.

CARRIED UNANIMOUSLY.

9. TRUSTEE MOTION

RESOLUTION #98-76: It was moved by R. Woodworth, seconded by L. Orban that policy be immediately established regarding standing committee(s) re conduct of business, rules of operation, function of committee chair(s) and terms of reference.

CARRIED UNANIMOUSLY.

10. REQUEST FOR 6.0 METRE WIDE EASEMENT ON HOLBROOK SCHOOL PROPERTY

A. Greenleaf noted that P. Gillie, Superintendent of Administrative and Operational Services, had sent her regrets for being unable to attend this evening's meeting and advised the members that D. O'Connor, Manager, Design Services, was present to respond to any questions.

D. O'Connor presented the report.

RESOLUTION #98-77: It was moved by J. Dewar, seconded by E. Johnstone that the Hamilton-Wentworth District School Board enter, at no cost to the Board, into a legal agreement with the Hamilton East Community Services Corporation (HECSC) for the purpose of permitting a 6.0 metre wide easement along the northern property line of Holbrook School in order to install required building services for the proposed new Interval House.

Responding to a question whether the school Council or the community had been consulted around this issue, D. O'Connor indicated that to date there has been no contact with the community; however, a representative from the Hamilton East Community will be attending the school's School Council meeting next Thursday. He added that the application itself would have been vetted through the Committee of Adjustment which incorporates a public process in its procedures. Noting that the Committee of Adjustment hearing is scheduled for March 18, following which there is a 4 week appeal opportunity from the community, D. O'Connor noted that the timelines are critical to the project being completed on schedule.

While acknowledging the provision for community input as outlined, a trustee hoped that in the future there would be consultation with the School Council prior to coming to Board for approval.

When a trustee emphasized the school's concern that the construction period for the sewer installation would be handled in such a way as to ensure the safety of students at all times, D. O'Connor assured the members that the concerns have been shared with the HECSC. The construction is scheduled to take place in the summer, is expected to take less than 3 days to accomplish and the area will be fenced in for the period. He agreed to see that this assurance is given at the meeting City's Planning and Development meeting.

Responding to a further question, D. O'Connor indicated that the easement being sought is permanent and provides the right of access to another user to provide utilities and services. Since there is no transfer of property, should the building be demolished, the easement would be withdrawn or should the use of facility change, the issue would come back to the Board for consideration.

Following D. O'Connor's description of the property, the member asked that a copy of the property outline be provided in the future.

To the motion, CARRIED UNANIMOUSLY.

RESOLUTION #98-78: It was moved by L. Orban, seconded by J. Dewar that The Hamilton-Wentworth District School Board permit HECSC to act, in co-ordination with the Manager - Maintenance, Engineering and Design, as agent in this matter for the purpose of acquiring necessary permits required by the City of Hamilton or other authorities.

CARRIED UNANIMOUSLY.

11. REQUESTS FOR SCHOOL TRIPS

RESOLUTION #98-79: It was moved by J. Rogers, seconded by R. Woodworth that the following school trips be approved:

- (a) Grades 9 - O.A.C. - Sir John A. Macdonald School - Ski Trip, Talisman on March 11, 1998.
- (b) Grade 7 - Highview School, Minden from March 3 to 6, 1998 inclusive;
- (c) Grades 9-10 - Sir Winston Churchill School - History Trip, Ottawa from April 15 to 17, 1998 inclusive.

12. PROCESS FOR THE ESTABLISHMENT OF GUIDING PRINCIPLES

M. Matier reviewed the report. In consultation with the Chair of the Board, Trustees Bishop and Bullock have agreed to work with the officials to develop a proposed set of guiding principles for trustee consideration.

RESOLUTION #98-80: It was moved by J. Dewar, seconded by J. Bishop that the Report of the Process for the Establishment of "Guiding Principles" be received for information.

CARRIED UNANIMOUSLY.

13. TRANSITIONAL ISSUES

M. Matier reported that the Property Sub-Committee of the Local Education Improvement Commission met earlier in the week and will be presenting a report to the Business Committee on

March 12 with recommendations relative to the "flagged schools" as identified by the LEIC and the relocation of Glenwood School.

A chart outlining the membership to date on the various Transition Committees was distributed. M. Matier clarified that everyone who has indicated an interest to sit on a Committee will be invited to do so. The Unions and Federations have indicated they will determine their official representatives on the Committees. Executive Council will be designating the Superintendent who will be responsible for Chairing the Committees through their mandates, establish meeting dates and communicate them to the system. Acknowledging that there have been concerns expressed that not all stakeholders had not received appropriate communication, M. Matier confirmed that the distribution lists verify that all were sent notification. He added that he doesn't anticipate that the deadline for indicating interest on the committees will be enforced and his office will be receptive to any who indicate interest in participating after the deadline of tomorrow.

A member noted that there were difficulties with the delivery of the information in that some schools only received their packages earlier this week. In addition, there was concern expressed that members of the community who were involved in the working groups under the sub-committees of LEIC were not directly approached. The openness to accepting late-comers was appreciated.

M. Matier agreed to look into the delay in the delivery of the information, noting that all packages were sent out from his office at the same time. He noted that a check on the members of the former Sub-Committees of LEIC show that a significant number have indicated interest on serving on the Transition Committees.

M. Matier assured the members that the work of the former Education Sub-Committee regarding Junior Kindergarten will not be lost as all the members are on that Transition Committee. The overall membership on that Committee will, as well, ensure wide-ranging views and ideas on this program.

M. Matier agreed to tally the membership from the School Councils on the various Committees.

M. Matier responded to a question that the Committees will address the process for developing proposals from the ideas and information presented to the Committee and the formulating of recommendations to the Board. He agreed that for some of the Committees this task will be somewhat cumbersome particularly with anticipated divergent opinions that will come forward. M. Matier pointed out that in the Special Education and Support Services Committee, in particular, the extensive membership of 76 people will prove useful in breaking into small work groups to address the many topics this Committee has to address.

When it was suggested that the Board missed an opportunity to invite people from outside the educational system to bring some new thinking to the process, M. Matier agreed that innovative ideas are needed; however, he noted that the consultation process had to have some boundaries. He noted that it is expected that the Chairs of the Committees will go outside of the work group to gather information as required.

M. Matier responded to a question that one of the tasks of co-ordinating the work of these Committees is to align the decisions emanating from them for presentation to the Board in a timely fashion. While those timelines have not been established as yet, he believed their work will

be driven when the funding model from the government is made known and shortly after that the recommendations will be forthcoming.

When it was asked whether the Property Sub-Committee had dealt with administrative facilities, M. Matier noted that the pending recommendation to relocate Glenwood School to Fairview School will address the LEIC recommendation to reduce administrative facilities by 50%.

A. Greenleaf noted that the French Language Public School Board #58 have indicated direct interest in the sharing of liabilities and assets.

It was agreed to receive the Transition Update for information.

14. QUESTIONS OF THE COMMITTEE CHAIRS

Nil

15. CHAIRS' REPORTS

R. Mulholland drew the members' attention to the planned celebrations for the 150th anniversary of Greensville School in June. He then highlighted the introduction of the web page as prepared by the students at Scott Park Secondary School and then concluded by noting that ON tv has used W. H. Ballard School for a commercial production to be aired across Canada regarding the Big Brothers Mentoring Program.

R. Woodworth noted his participation on an education panel in Ancaster last week along with the Educational Critic from the Liberal party.

A. Greenleaf indicated that clarification was provided at the principals' meeting last week regarding the eligibility of a student to attend the junior kindergarten program in his/her catchment area and the fact that both County and City residents are equally eligible for placement on the waiting list from outside the catchment area.

16. OPSBA REPORT

Nil. It was noted that B. Wallace had sent his regrets for being unable to attend this evening's meeting due to a meeting at OPSBA.

16. (a) Staff Placements

RESOLUTION #98-81: It was moved by H. Bullock, seconded by L. Orban that the Report re: Staff Placements be received for information purposes as follows:

Manager of Finance

Irene Polidori has been placed in the position of Manager of Finance effective August 31, 1998.

CARRIED UNANIMOUSLY.

CORRESPONDENCE

17. Thanks for the Board's expression of sympathy from the Deline family

RESOLUTION #98-82: That the note of thanks from the Deline family be received and filed.

CARRIED UNANIMOUSLY.

18. Hamilton Women Teachers' Association re Career Awareness Conference

A. Greenleaf noted the issue of the Board's inability to approve the involvement of students in voluntary Federation-sponsored activities over a weekend period due to liability concerns. He indicated he would communicate this concern to the Federations.

RESOLUTION #98-83: It was moved by J. Rogers, seconded by L. Orban that the correspondence from the Hamilton Women Teachers' Association re Career Awareness Conference be referred to the Director.

CARRIED UNANIMOUSLY.

19. Hamilton & District Society for Disabled Children re SEAC membership (SEAC)

J. Bishop clarified that the request is for this organization to continue to have a seat on SEAC as an additional member since they do not meet the criteria for organization membership.

RESOLUTION #98-84: It was moved by J. Bishop seconded by H. Bullock that the Hamilton District Society for Disabled Children be an additional member of the Special Education Advisory Committee and that Nalda Dalziel be appointed as the Society's representative on the Special Education Advisory Committee.

CARRIED UNANIMOUSLY.

20. Ministry of Education and Training re School Board Restructuring Fund (D. Grant)

D. Grant referenced the attachment noting that the officials are currently reviewing the information and drew attention to the short timelines for making application for funding under the School Restructuring Fund (due March 31, 1998). Since the application requires Board approval, the intent is to present a plan for consideration at the March 26 Board meeting. Boards are expected to produce a restructuring plan that outlines activities, milestones and estimates of savings.

Believing that the direction from the Ministry was for more than a restructuring plan, a trustee asked that an update from the officials on the development of the plan be provided at the March 12 Business Committee meeting.

RESOLUTION #98-85: Moved by R. Woodworth, seconded by W. Hicks that the Memorandum from the Minister of Education and Training be referred to the Director for appropriate action.

Moved in amendment by L. Orban, seconded by L. Peddle that a report on The Hamilton-Wentworth District School Board restructuring plan be presented to the Business Committee on March 12.

D. Grant indicated that an update on the action taken and the progress towards the development of the plan would be possible on March 12 but not the plan itself.

A. Greenleaf suggested the government is providing monies to ensure that some of its downsizing goals are realized, i.e. reduction in administration costs in order to direct other funds into the classroom.

A trustee pointed to the large amount of work that will be required to meet these timelines, particularly in the area of human resources where not much was accomplished by the LEIC Sub-Committee prior to amalgamation actually occurring. With the funding announcement not

anticipated until March 13, it was suggested that an update on March 12 would not be of great value.

The amendment was put to a vote and was LOST, 3 IN FAVOUR, 5 OPPOSED AND 2 ABSTAINED.

To the motion, CARRIED UNANIMOUSLY.

21. OISE/UT re Impact Math professional development program

RESOLUTION #98-86: It was moved by E. Johnstone, seconded by J. Bishop that the letter from OISE/UT re Impact Math professional development program be referred to the Director for a letter of congratulations to be sent to Laura Romano.

CARRIED UNANIMOUSLY.

22. Update: Sale of 220 Dundurn Street South - Warehouse

A. Greenleaf drew the members attention to the fact that the sale of the Dundurn Street building has been concluded.

DISTRIBUTION

Nil.

23. PUBLIC QUESTIONS OF CLARIFICATION

Joe Coleman offered his services to assist in the establishment of guiding principles.

There being no further business, the Chair adjourned the meeting at 9:15 p.m.

URBAN/MUNICIPAL

CAB ON HW W26

A33

1998

H-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Open Session of the Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on March 9, 1998.

Those present:

Ray Mulholland, Chair

Reg Woodworth, Vice-Chair

Judith Bishop

Heather Bullock

Janice Dewar

Wes Hicks

Eleanor Johnstone

Lillian Orban

Joe Rogers

Bruce Wallace

In attendance:

Allan A. Greenleaf, Director of Education and Secretary

Also Present:

D. Russon, Manager, Employee Relations

The meeting was called to order at 6:44 p.m. by R. Mulholland, Chair.

Report of the In-camera Session of the Board Meeting

RESOLUTION #98-87: Moved by R. Woodworth, seconded by B. Wallace that the Board adopt the Report of the In-camera Session of the Board Meeting dated 1998 03 09.

CARRIED UNANIMOUSLY.

The meeting then adjourned.

CA3 ON HW W26

A33

1998

HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

In Special Board Meeting of The Hamilton-Wentworth District School

Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on March 12, 1998.

Those present:

Ray Mulholland, Chair
Reg Woodworth, Vice-Chair
Judith Bishop
Heather Bullock
Wes Hicks
Eleanor Johnstone
Lillian Orban
Laura Peddle
Joe Rogers
Bruce Wallace

URBAN MUNICIPAL

MAY 7 1998

GOVERNMENT DOCUMENTS

In attendance:

Allan A. Greenleaf, Director of Education and Secretary
Ken Bain, Interim Assistant Superintendent of Schools
Don Grant, Superintendent of Business and Treasurer
Wayne Joudrie, Superintendent of Schools
Lucy Veerman, Acting Senior Financial Officer

The Chair called the meeting to order at 11:30 p.m.

REPORT OF THE INTERVIEW AD HOC COMMITTEE

RESOLUTION #98-88: It was moved by B. Wallace, seconded by J. Bishop: That the Report of the Interview Ad Hoc Committee dated March 6 and 9, 1998 be adopted as follows:

Superintendent of Instructional Services

1. That Marguerite Botting be appointed to the position of Superintendent of Instructional Services, effective April 1, 1998.

Superintendent of Education

1. That Ken Bain be appointed to the position of Superintendent of Education, effective April 1, 1998.

Superintendent of Operations

1. That the position of Superintendent of Operations not be filled at this time and that the posting be referred to the Director for review, consultation and recommendation in a report back to the Board at the March 26, 1998 meeting.

The Director affirmed that the salary rate of the Interim Assistant Superintendent of Schools who will be appointed to the position of Superintendent of Schools will be placed on the appropriate salary grid.

M I N U T E S

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Open Session of the Regular Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on February 26, 1998.

Those present:

Ray Mulholland, Chair
Reg Woodworth, Vice-Chair
Judith Bishop
Heather Bullock
Janice Dewar
Wes Hicks
Eleanor Johnstone
Lillian Orban
Laura Peddle - arrived at 8:15 p.m.
Joe Rogers

Regrets:

Bruce Wallace

In attendance:

Allan A. Greenleaf, Director of Education and Secretary
Ken Bain, Interim Assistant Superintendent of Schools
Elizabeth Bond, Superintendent of Program
Krys Croxall, Superintendent of Schools
Don Grant, Superintendent of Business and Treasurer
Wayne Joudrie, Superintendent of Schools
Merv Matier, Superintendent of Transitional Services
Murray Quinn, Superintendent of Schools
Stew Thompson, Assistant Superintendent of Schools
Janice Tomlinson, Interim Assistant Superintendent of Program
Lucy Veerman, Acting Senior Financial Officer
Ken Waters, Superintendent of Schools

Also present:

Debbie Russon, Manager, Employee Relations
Duane O'Connor, Manager, Design Services

IN-CAMERA SESSION:

The Chair called the in-camera session to order at 7:05 p.m.

The Chair called the open session to order at 8:05 p.m. and the members commenced the meeting with the singing of O'Canada.

3. PUBLIC QUESTION PERIOD

A. Greenleaf read the following writing questions submitted by Michelle Clarke:

1. What does the Board mean by the phrase: "If required by the participants"? and
2. Where is the role of the Director, as Secretary of the Board, delineated?

A. Greenleaf asked that M. Quinn respond to the first question since the phrase is quoted from the former City Board policy.

M. Quinn noted that the minutes provide the rationale for the decision by the Board and parties to the hearing may require that the Board provide such rationale. The minutes, therefore, have to reflect as closely as possible the content and intent of deliberations conducted once the hearing was commenced.

A. Greenleaf noted that the responsibilities of the Secretary of the Board are delineated in the Education Act and indicated that this will be outlined in the written response to Ms. Clarke's questions.

4. APPROVAL OF MINUTES - FEBRUARY 12, 1998

RESOLUTION #98-72: It was moved by E. Johnstone, seconded by R. Woodworth that the minutes of February 12, 1998 be approved as distributed.

CARRIED UNANIMOUSLY.

5. BUSINESS ARISING FROM THE MINUTES

A. Greenleaf reported that, in response to the advertisement for interested citizens to serve as Library Board representatives on behalf of the Board, one application was received for the City Library Board and 4 applications were received for the Town of Dundas.

R. Mulholland asked that the item be placed on the Education Committee agenda for further action.

6. APPROVAL OF AGENDA

The following items were added:

11. School Trips - two additional requests

RESOLUTION #98-73: It was moved by J. Rogers, seconded by E. Johnstone that the agenda be approved as amended.

CARRIED.

7. COMMITTEE OF THE WHOLE BOARD REPORT

RESOLUTION #98-74: It was moved by R. Woodworth, seconded by L. Orban that the Committee of the Whole Report dated February 19 be adopted as follows:

1. PERSONNEL REPORT

It was moved by B. Wallace: That the following recommendation in the Personnel Report dated February 19, 1998 be approved:

SECTION IV - D. RUSSON, MANAGER, EMPLOYEE RELATIONS

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS

1) Resignations

That the resignation of **BRADLEY RICH**, Elementary Teacher, approved at the January 1998 meeting, be rescinded.

It was moved by B. Wallace: That the remaining recommendations in the Personnel Report dated February 19, 1998 be approved as follows:

SECTION I - K. CROXALL, SUPERINTENDENT OF SCHOOLS

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS

1) Retirement

a) That in accordance with Article 17.02(b) of the Elementary Collective Agreement, it is recommended that the retirement of **ANNE MARLENE COOKE**, Teacher at Green Acres School be accepted, effective March 31, 1998.

C. LEAVES OF ABSENCE

1) General Leaves

a) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **WENDY PHELPS**, Teacher at Billy Green School, be granted a .1 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).

b) That a leave is granted to **DEBORAH SMITH**, Teacher at Bell-Stone Public School, effective May 18, 1998 to November 6, 1998 inclusive (25 weeks).

c) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **DEBORAH SMITH**, Teacher at Bell-Stone Public School, be granted a .5 general leave of absence, without pay or allowances, effective November 9, 1998 to August 31, 1999 inclusive (42 weeks and 2 days).

d) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **RUTH-ELLEN SMITH**, Teacher at Janet Lee Public School be granted a general leave of absence, without pay or allowances, effective February 19, 1998 to August 28, 1998 inclusive (27 weeks and 1 day).

e) That a leave is granted to **SANDRA GOEHNER**, Teacher at Tapleystown Public School, effective May 8, 1998 to November 2, 1998 inclusive (25 weeks and 1 day).

D. PROBATIONARY AND PERMANENT CONTRACTS

The Board is informed that the following Elementary Teacher has been granted a probationary contract effective February 11, 1998:

PATRICIA PERCY, Green Acres Public School

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION II - W. JOUDRIE, SUPERINTENDENT OF SCHOOLS

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENT AND TERMINATIONS

1) Retirement

a) That in accordance with Article 17.02(b) of the Elementary Collective Agreement, it is recommended that the retirement of **BEATRICE KLINCK**, Teacher at Sheffield Public School be accepted, effective June 30, 1998.

C. LEAVES OF ABSENCE

1) General Leave

a) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **ANNETTE GRAVELLE**, Teacher at Mary Hopkins Public School be granted a general leave of absence, without pay or allowances, effective April 2, 1998 to June 26, 1998 inclusive (12 weeks and 1 day).

D. PROBATIONARY AND PERMANENT CONTRACTS - Nil

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION III - K. WATERS, SUPERINTENDENT OF SCHOOLS

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS

1) Retirements

a) That in accordance with Article 17.02(b) of the Secondary Collective Agreement, it is recommended that the retirement of **ERNEST ZWICK**, Teacher at Saltfleet District High School be accepted, effective January 31, 1999.

b) That in accordance with Article 17.02(b) of the Secondary Collective Agreement, it is recommended that the retirement of **NORMAN DECKERT**, Teacher at Saltfleet District High School be accepted, effective June 30, 1998.

c) That in accordance with Article 17.02(b) of the Secondary Collective Agreement, it is recommended that the retirement of **HENRY VEENSTRA**, Teacher at Saltfleet District High School be accepted, effective January 31, 1999.

C. LEAVE OF ABSENCE

1) General Leave

a) That a leave is granted to **REBECCA SOUTHERN**, Teacher, Parkside High School, effective March 9, 1998 to May 15, 1998 inclusive (10 weeks).

D. PROBATIONARY AND PERMANENT CONTRACTS

The Board is informed that the following Secondary Teachers have been granted probationary contracts effective February 9, 1998:

MARCI AITKEN, Waterdown District High School

BRENT FRENCH, Orchard Park Secondary School

STANLY KARABELA, Saltfleet District High School

DAN KNEZEVIC, Saltfleet District High School

ROGER ZSIROS, Saltfleet District High School

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION IV - D. RUSSON, MANAGER, EMPLOYEE RELATIONS**A. APPOINTMENTS AND TRANSFERS****1) Promotions**

That **RONALD ORME**, Secondary Teacher, be appointed to the position of Acting Assistant Head of Department (Vocational), effective March 2, 1998, with salary according to the salary schedule.

RESIGNATIONS, RETIREMENTS AND TERMINATIONS - Nil**B.****C. LEAVES OF ABSENCE****1) General Leaves**

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

LISA CARROLL, Elementary Teacher, June 1, 1998 to December 31, 1998

MICHAEL CHEESEMAN, Caretaking and Maintenance Staff, February 9, 1998 to June 9, 1998

ELYSIA DYWAN, Secondary Teacher, May 4, 1998 to November 6, 1998

SUSAN K. MACKRORY, Elementary Teacher, March 16, 1998 to September 7, 1998

PAUL PEREIRA, Equipment Repair Technician III, March 16, 1998 to March 15, 1999

BRADLEY RICH, Elementary Teacher, February 2, 1998 to August 31, 1999

2) Reduced Workload Leave of Absence

That the requests of the following teaching staff for a Reduced Workload Leave of Absence, effective as shown, be approved:

NANCY KOEGLER, Elementary Teacher, 1.0 to .6, April 1, 1998 to August 31, 1998

DONNA MULLIGAN, Secondary Teacher, 6/6 to 5/6 (3/3 Sem. 1, 2/3 Sem. 2), February 4, 1998 to August 31, 1998

KATHERINE SCARTH, Secondary Teacher, 4/6 to 3/6 (3/3 Sem. 1 only) February 4, 1998 to August 31, 1998

3) Leave Extensions

That the requests of the following staff for an extension of their Leave of Absence, effective as shown, be granted:

SHARYN GAGNE, Elementary Teacher, September 1, 1998 to August 31, 1999

CYNTHIA PHILIP, Elementary Teacher, March 30, 1998 to March 29, 2000

4) Return from Leave of Absence

That the following staff be returned from Leave of Absence, effective as shown:

DARLENE DI SALVIA, Elementary Teacher, March 2, 1997

NANCY KOEGLER, Elementary Teacher, April 1, 1998 (.6)

LORELEI PREVEC, Elementary Teacher, February 16, 1998

D. PROBATIONARY AND PERMANENT CONTRACTS**1) Probationary Staff**

That the following be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

HEATHER BULL, Educational and Lunchroom Assistant Staff (.5), January 19, 1998

JANE GARBARZ, Educational and Lunchroom Assistant Staff, January 19, 1998

JASON HAYES, Educational and Lunchroom Assistant Staff, January 19, 1998

SUSAN KEENAN, Educational and Lunchroom Assistant Staff, January 19, 1998

ELIZABETH ORSZANSKI, Secondary Teacher, March 2, 1998

E. OTHER MATTERS REQUIRING BOARD ATTENTION**1) Timetable Changes**

That the timetable change of **JOAN DABOR**, Educational and Lunchroom Assistant Staff, from .5 to 1.0, effective November 21, 1997, with salary according to the salary schedule, be approved.

2) Other

That the request of **JOHN FREDETTE**, Secondary Teacher, to relinquish his position of Assistant Head of Department, Vocational, effective March 2, 1998, be approved.

2. REPORT RE STAFF PLACEMENTS

It was moved by L.Orban: That the following Report re Staff Placements be received for information:

- a) Michael Burjaw has been placed in the position of Manager of Purchasing effective March 2, 1998.
- b) Len Dixon has been placed in the position of Manager, Computer Services effective August 31, 1998.
- c) Gayle deJager has been placed in the position of Secretary to the Superintendent of Business and Treasurer effective August 31, 1998.

3. DRAFT REGULATIONS FOR DELEGATION PRESENTATIONS TO BOARD/COMMITTEE

It was moved by R. Mulholland: That the Draft Regulations for Delegation Presentations to Board/Committee be referred to the Education Committee for consideration.

4. SCHOOL TRIPS

It was moved by J. Rogers: That the following trip requests be approved:

- I. Grades 6-8 - Chedoke School - Ski Trip, Mt. St. Louie, Barrie on March 4, 1998;
- II. Grades 4-5 - Holbrook School - Camp Wanakita from May 11 to 13, 1998 inclusive;
- III. Grades 7-8 - Norwood Park School - St. Donat, Quebec from March 8 to 11, 1998 inclusive;
- IV. Grade 8 - Westview School - Ottawa from June 9 to 12, 1998 inclusive;
- V. Grades 9-10 - Delta, Sir Allan MacNab, Sir John A. Macdonald, Westdale Schools - Ottawa, History Trip from April 15 to 17, 1998 inclusive;
- VI. Grades 11-OAC - Hill Park School - Integrated Arts Field Study, New York City from May 27 to June 1, 1998 inclusive;

- VII. Grades 11-OAC - Sherwood School - History Trip, Washington, D.C. from April 30 to May 3, 1998 inclusive;
- VIII. Grades 10-OAC - Sherwood School - International Music Festival Competition, Cleveland, Ohio from May 8 to 11, 1998 inclusive.

5. COMMUNITY LIAISON COMMITTEE RE SCHOOL BOARD REPRESENTATION

It was moved by B. Wallace: That the correspondence from the Community Liaison Committee re School Board Representation be referred to the Chair of the Board.

6. ST. PETER'S HOSPITAL RE "STAND UP FOR SENIORS" CAMPAIGN

It was moved by J. Bishop: That the correspondence from St. Peter's Hospital re "Stand Up For Seniors" Campaign be received and filed.

7. HAMILTON ASSOCIATION FOR COMMUNITY LIVING RE "CHOCOLATE, CHOCOLATE '98", APRIL 3-5, 1998

It was moved by H. Bullock: That the correspondence from the Hamilton Association for Community Living re "Chocolate, Chocolate '98", April 3-5, 1998 be received.

8. DIVERSE COMMUNITY ACHIEVEMENT CENTRE OF HAMILTON AND REGION, INC. RE MEMBERSHIP

It was moved by B. Wallace: That the correspondence from the Diverse Community Achievement Centre of Hamilton and Region, Inc. re Membership be received and filed.

9. REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH RE ORDER PURSUANT TO THE ENVIRONMENTAL PROTECTION ACT

It was moved by H. Bullock: That the correspondence from the Regional Municipality of Hamilton-Wentworth re Order Pursuant to the Environmental Protection Act be referred to the Business Committee.

Note: The following Recommendations are from the Committee of the Whole In-camera Session and are presented in the public report to the Board:

10. TERM APPOINTMENT - FIELD CONSULTANT - THE ONTARIO CURRICULUM

It was moved by B. Wallace: That Betty Lindsay, Teacher at Tapleytown School, be appointed to the position of Field Consultant - The Ontario Curriculum (term appointment) from February 19, 1998 to June 30, 1998.

11. DRAFT SELECTION PROCEDURES FOR SENIOR OFFICIALS

It was moved by H. Bullock: That the selection process for filling the three vacant Superintendents' positions be conducted by an ad hoc Committee of the Whole Board, utilizing the County selection practice augmented by the voting procedure previously followed by the City Board.

CARRIED, 10 IN FAVOUR, 1 ABSTENTION

8. ADOPTION OF IN-CAMERA SESSION REPORT

RESOLUTION #98-75: It was moved by J. Rogers, seconded by H. Bullock that the In-camera Session Report be adopted as follows:

C-1. COMMITTEE OF THE WHOLE IN-CAMERA REPORT

It was moved by R. Woodworth, seconded by E. Johnstone that the Committee of the Whole In-camera Report dated February 19, 1998 be adopted as follows:

1. PERSONNEL REPORT

It was moved by H. Bullock: That the Personnel Report dated February 19, 1998 be adopted and the recommendation contained therein be approved as follows:

(a) Motion re granting credit for experience to a teacher.

2. ELECTION OF SEVERANCE OPTION - GARY HARDMAN

It was moved by J. Rogers: That the Board accept the election of Gary Hardman for the payment of severance effective February 27, 1998 and approve the severance and notice payment as provided in the Professional Administrative Support Staff (PASS) Employment Policies and Procedures Booklet.

C-2. REPORT OF THE SALARY COMMITTEE

Report withdrawn and replaced by Item C-2 decision during the in-camera discussion.

C-3. COMMITTEE OF REVIEW

It was moved by R. Woodworth, seconded by L. Orban that the Committee of Review Report dated February 24, 1998 be adopted as presented.

CARRIED UNANIMOUSLY.

9. TRUSTEE MOTION

RESOLUTION #98-76: It was moved by R. Woodworth, seconded by L. Orban that policy be immediately established regarding standing committee(s) re conduct of business, rules of operation, function of committee chair(s) and terms of reference.

CARRIED UNANIMOUSLY.

10. REQUEST FOR 6.0 METRE WIDE EASEMENT ON HOLBROOK SCHOOL PROPERTY

A. Greenleaf noted that P. Gillie, Superintendent of Administrative and Operational Services, had sent her regrets for being unable to attend this evening's meeting and advised the members that D. O'Connor, Manager, Design Services, was present to respond to any questions.

D. O'Connor presented the report.

RESOLUTION #98-77: It was moved by J. Dewar, seconded by E. Johnstone that the Hamilton-Wentworth District School Board enter, at no cost to the Board, into a legal agreement with the Hamilton East Community Services Corporation (HECSC) for the purpose of permitting a 6.0 metre wide easement along the northern property line of Holbrook School in order to install required building services for the proposed new Interval House.

Responding to a question whether the school Council or the community had been consulted around this issue, D. O'Connor indicated that to date there has been no contact with the community; however, a representative from the Hamilton East Community will be attending the

school's School Council meeting next Thursday. He added that the application itself would have been vetted through the Committee of Adjustment which incorporates a public process in its procedures. Noting that the Committee of Adjustment hearing is scheduled for March 18, following which there is a 4 week appeal opportunity from the community, D. O'Connor noted that the timelines are critical to the project being completed on schedule.

While acknowledging the provision for community input as outlined, a trustee hoped that in the future there would be consultation with the School Council prior to coming to Board for approval.

When a trustee emphasized the school's concern that the construction period for the sewer installation would be handled in such a way as to ensure the safety of students at all times, D. O'Connor assured the members that the concerns have been shared with the HECSC. The construction is scheduled to take place in the summer, is expected to take less than 3 days to accomplish and the area will be fenced in for the period. He agreed to see that this assurance is given at the meeting City's Planning and Development meeting.

Responding to a further question, D. O'Connor indicated that the easement being sought is permanent and provides the right of access to another user to provide utilities and services. Since there is no transfer of property, should the building be demolished, the easement would be withdrawn or should the use of facility change, the issue would come back to the Board for consideration.

Following D. O'Connor's description of the property, the member asked that a copy of the property outline be provided in the future.

To the motion, CARRIED UNANIMOUSLY.

RESOLUTION #98-78: It was moved by L. Orban, seconded by J. Dewar that The Hamilton-Wentworth District School Board permit HECSC to act, in co-ordination with the Manager - Maintenance, Engineering and Design, as agent in this matter for the purpose of acquiring necessary permits required by the City of Hamilton or other authorities.

CARRIED UNANIMOUSLY.

11. REQUESTS FOR SCHOOL TRIPS

RESOLUTION #98-79: It was moved by J. Rogers, seconded by R. Woodworth that the following school trips be approved:

- (a) Grades 9 - O.A.C. - Sir John A. Macdonald School - Ski Trip, Talisman on March 11, 1998.
- (b) Grade 7 - Highview School, Minden from March 3 to 6, 1998 inclusive;
- (c) Grades 9-10 - Sir Winston Churchill School - History Trip, Ottawa from April 15 to 17, 1998 inclusive.

12. PROCESS FOR THE ESTABLISHMENT OF GUIDING PRINCIPLES

M. Matier reviewed the report. In consultation with the Chair of the Board, Trustees Bishop and Bullock have agreed to work with the officials to develop a proposed set of guiding principles for trustee consideration.

16. (a) Staff Placements

RESOLUTION #98-81: It was moved by H. Bullock, seconded by L. Orban that the Report re: Staff Placements be received for information purposes as follows:

Manager of Finance

Irene Polidori has been placed in the position of Manager of Finance effective August 31, 1998.

CARRIED UNANIMOUSLY.

CORRESPONDENCE**17. Thanks for the Board's expression of sympathy from the Deline family**

RESOLUTION #98-82: That the note of thanks from the Deline family be received and filed.

CARRIED UNANIMOUSLY.

18. Hamilton Women Teachers' Association re Career Awareness Conference

A. Greenleaf noted the issue of the Board's inability to approve the involvement of students in voluntary Federation-sponsored activities over a weekend period due to liability concerns. He indicated he would communicate this concern to the Federations.

RESOLUTION #98-83: It was moved by J. Rogers, seconded by L. Orban that the correspondence from the Hamilton Women Teachers' Association re Career Awareness Conference be referred to the Director.

CARRIED UNANIMOUSLY.

19. Hamilton & District Society for Disabled Children re SEAC membership (SEAC)

J. Bishop clarified that the request is for this organization to continue to have a seat on SEAC as an additional member since they do not meet the criteria for organization membership.

RESOLUTION #98-84: It was moved by J. Bishop seconded by H. Bullock that the Hamilton District Society for Disabled Children be an additional member of the Special Education Advisory Committee and that Nalda Dalziel be appointed as the Society's representative on the Special Education Advisory Committee.

CARRIED UNANIMOUSLY.

20. Ministry of Education and Training re School Board Restructuring Fund (D. Grant)

D. Grant referenced the attachment noting that the officials are currently reviewing the information and drew attention to the short timelines for making application for funding under the School Restructuring Fund (due March 31, 1998). Since the application requires Board approval, the intent is to present a plan for consideration at the March 26 Board meeting. Boards are expected to produce a restructuring plan that outlines activities, milestones and estimates of savings.

Believing that the direction from the Ministry was for more than a restructuring plan, a trustee asked that an update from the officials on the development of the plan be provided at the March 12 Business Committee meeting.

RESOLUTION #98-85: Moved by R. Woodworth, seconded by W. Hicks that the Memorandum from the Minister of Education and Training be referred to the Director for appropriate action.

Moved in amendment by L. Orban, seconded by L. Peddle that a report on The Hamilton-Wentworth District School Board restructuring plan be presented to the Business Committee on March 12.

D. Grant indicated that an update on the action taken and the progress towards the development of the plan would be possible on March 12 but not the plan itself.

A. Greenleaf suggested the government is providing monies to ensure that some of its downsizing goals are realized, i.e. reduction in administration costs in order to direct other funds into the classroom.

A trustee pointed to the a large amount of work that will be required to meet these timelines, particularly in the area of human resources where not much was accomplished by the LEIC Sub-Committee prior to amalgamation actually occurring. With the funding announcement not anticipated until March 13, it was suggested that an update on March 12 would not be of great vale.

The amendment was put to a vote and was **LOST, 3 IN FAVOUR, 5 OPPOSED AND 2 ABSTAINED.**

To the motion, **CARRIED UNANIMOUSLY.**

21. OISE/UT re Impact Math professional development program

RESOLUTION #98-86: It was moved by E. Johnstone, seconded by J. Bishop that the letter from OISE/UT re Impact Math professional development program be referred to the Director for a letter of congratulations to be sent to Laura Romano.

CARRIED UNANIMOUSLY.

22. Update: Sale of 220 Dundurn Street South - Warehouse

A. Greenleaf drew the members attention to the fact that the sale of the Dundurn Street building has been concluded.

DISTRIBUTION

Nil.

23. PUBLIC QUESTIONS OF CLARIFICATION

Joe Coleman offered his services to assist in the establishment of guiding principles.

There being no further business, the Chair adjourned the meeting at 9:15 p.m.

D R A F T

MINUTES OF THE EDUCATION COMMITTEE

1998 03 05

Those present: Bruce Wallace, (Chair), Judith Bishop, Janice Dewar, Eleanor Johnstone, Joseph Rogers, and Ray Mulholland

Also present: Heather Bullock, Wes Hicks, Lillian Orban, and Reg Woodworth

In attendance: Allan A. Greenleaf (Director of Education and Secretary), Ken Bain (Interim Assistant Superintendent of Schools), Elizabeth Bond (Superintendent of Program), Krys Croxall (Superintendent of Schools), Pat Gillie (Superintendent - Administrative and Operational Services), Don Grant (Superintendent of Business and Treasurer), Wayne Joudrie (Superintendent of Schools), Merv Matier (Superintendent of Transitional Services), Murray Quinn (Superintendent of Schools), Stew Thompson (Assistant Superintendent of Schools), Janice Tomlinson (Interim Assistant Superintendent of Program), Lucy Veerman (Acting Senior Financial Officer).

Also in attendance:

D. Russon, Manager - Employee Relations

The meeting was called to order at 6:36 p.m. by B.Wallace, Chair of the Committee.

2. APPROVAL OF THE AGENDA

The Chair advised of a decision to place all Board referral items for Standing Committees at the top of the agenda under Action Items. He then drew the members' attention to the lay-down additional information .

It was moved by J. Rogers: That the Agenda be approved as presented.

The following items were added:

10. Special Education Advisory Committee - J. Bishop
11. Request from H. Hampton, Leader of Ontario NDP Party re use of Hess Street School facilities - Director

The motion, as amended, was put to a vote and was **CARRIED UNANIMOUSLY.**

3. BOARD REFERRALS

(a) MOTION REGARDING EQAO (TRUSTEE BISHOP)

Believing that the enormous amount of information contained in this important document from the province had not been appropriately analyzed, both in areas reflecting encouraging results and those indicating concerns,

It was moved by J. Bishop: That there be:

- a) an investigation of those schools with good results and promotion of their good practices;
- b) an examination of those pertinent areas of concerns raised in the EQAO report for the province;
- c) support to schools with serious weaknesses;
- d) examination of the requirements to improve the teaching of mathematics and that a report be brought back by June, 1998.

CARRIED UNANIMOUSLY.

(b) TERMS OF REFERENCE, EDUCATION COMMITTEE

The Chair suggested and the members agreed to review each item in the Terms of Reference for the Education Committee.

Item 1 - No recommended change.

Item 2 - No recommended change.

Item 3 - It was suggested deleting the word "**or**"; the members agreed.

Item 4 - There was a suggestion to delete the phrase "**new, development projects**" and place the word "**including**" after "**program**"; the members agreed.

Item 5 - It was suggested to delete the phrase "**Proposals for**"; the members agreed.

Item 6 - It was noted that this item was already incorporated in Item 4 and should be deleted; the members agreed.

Item 7 - E. Bond responded to a question that there is no updated version to date of Circular 14. The Director indicated that Ministry direction is for Boards of Education to choose those textbooks and learning resources which they can afford.

No recommended change.

Item 8 - The members agreed to delete this item.

Item 9 - Rewritten: "**Monitor and review Public Relations strategies.**"

Item 10 - Agreeing that educational presentations will occur as appropriate, Item 10 was deleted.

Item 11 - Rewritten: "**Monitoring of performance review procedures for all staff**".

Item 12 - The members agreed to add the phrase "**and Safe Schools Policy**".

Item 13 - The members concurred that this item be re-worded to reflect the broader aspect of the human resources policies and practices of the Board. It was also agreed that Item 13 will incorporate Items 15, 16 and 18 to read as follows:

"Development and review of human resources policies and practices for all staff including performance review, recruitment, hiring, regulation, discipline, attendance, censure and dismissal of staff; job descriptions and job evaluations; and effective policies of affirmative action/employment equity and pay equity; and for supervising the implementation and evaluation of these policies."

Item 14 - No recommended change.

Item 15 - Deleted [see Item 13].

Item 16 - Deleted [see Item 13].

Item 17 - A. Greenleaf indicated this was a practice at the former County Board. Assisted by the Superintendents in the preparation of the report, the document was presented to the Board by the Committee Chair.

No recommended change.

Item 18 - Deleted [see Item 13].

Item 19 - No recommended change.

Item 20 - The members agreed to delete this item.

Item 21 - The members agree to re-word Item 21 as follows:

“Direction, monitoring and review of staff development programs.”

Item 22 - Deleted - this item is the responsibility of the Chair of the Board.

The Director clarified that staff recognition emanates from extraordinary performance and personal achievement of staff. The Board is usually made aware through the media, community groups and agencies.

Item 23 - Deleted - this item is the responsibility of the whole Board.

One member encouraged the Board to ensure that the issues of Race Relations, English-as-a-Second-Language (ESL) and Native Education are covered in this document.

The Chair pointed out that all these items could be subject to change whenever appropriate.

As there were no other recommended changes to the document,

It was moved by J. Bishop: That the following Terms of Reference - Education Committee be approved:

The Education Committee has the responsibility for advising the Board on specific aspects of the education of the students of The Hamilton-Wentworth District School Board and for the development, maintenance and review of all programs and services offered by the Board in the areas of communication, system administration and human resource deployment.

In particular, the Committee will be responsible for the following actions, subject to the approval of the Board.

- 1. Receipt and discussion of briefs from any individuals, groups or delegations, followed by appropriate disposition of said briefs.**
- 2. Receipt and commentary upon reports and recommendations as may be brought by the administration, any program committee or School Council.**
- 3. Review and approval of the annual school year calendar and professional development programs for staff.**

4. Researching, developing, planning, implementing and evaluating all aspects of program, including curriculum and special services, financial considerations and building modifications.
 5. New technology in the classroom.
 6. Selection of appropriate textbooks and other learning resources.
 7. Monitor and review Public Relations strategies.
 8. Monitoring of performance review procedures for all staff.
 9. Student Discipline Codes and Safe Schools Policy.
 10. Development and review of human resources policies and practices for all staff including performance review, recruitment, hiring, regulation, discipline, attendance, censure and dismissal of staff; job descriptions and job evaluations; and effective policies of affirmative action/employment equity and pay equity; and for supervising the implementation and evaluation of these policies.
 11. Human Resource planning and development.
 12. Submission of an annual report to the Board outlining the status of Committee work and predicting future Committee concerns.
 13. Deployment of all staff within the schools.
 14. Direction, monitoring and review of staff development programs.
- CARRIED.

(c) REGULATIONS FOR DELEGATION PRESENTATIONS TO COMMITTEE

The members agreed to the following changes:

1. The title of this document should read: "**Regulations for Delegation Presentations to Committee**" [the word "**Board**" before "Committee" was deleted].
2. The phrase "**Director's Office**" was changed to read "**Office of the Secretary of the Board**"

It was moved by R. Mulholland: That the following Regulations for Delegation Presentations to Committee be approved.:

1. A request from an individual or group to appeal before the Committee must be made in writing to the Secretary of the Board and should include the nature of the request, at least six calendar days in advance of the Committee meetings.
2. Delegations must submit their presentations in writing to the Secretary of the Board no later than the Monday afternoon prior to the meeting. Individuals who have difficulty in creating a written submission will be offered appropriate support through the Office of the Secretary of the Board.
3. Presentations are expected to follow the outline of concerns identified in the written submission. If the materials presented differ substantially from the written submission, the Chairman has the right to call an immediate recess in order to clarify the situation.

4. Presentations shall not exceed fifteen minutes in length, exclusive of questions for clarification. Extensions to this timeline may be granted by Committee direction.
5. Members of delegations may add comments for clarification.
6. Trustees may ask questions for clarification, without comment pro or con with respect to the issue in general.
7. At the conclusion of the presentation, the Committee may, by specific motion, determine to:
 - a) Suspend the Rules of Order by a two-thirds majority to consider the matter immediately.
 - b) Debate the issue(s) involved at the conclusion of the agenda.
 - c) Refer the delegation's presentation to the administration for review and comment.
 - d) Formally receive and file the submission of the delegation.
 - e) Extend appreciation and invite the delegation to be in attendance when the matter is discussed.
8. The Committee will then continue to the next item of business.
CARRIED.

4. PERSONNEL REPORT

It was moved by E. Johnstone: That the Personnel Report dated March 5, 1998 be adopted and the following recommendations contained therein be approved:

SECTION I K. Croxall, Superintendent of Schools

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS - Nil

C. LEAVES OF ABSENCE

1) General Leaves

a) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **CATHERINE MOORE**, Teacher at Billy Green Public School, be granted a .5 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).

b) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **MARY PETTIT**, Teacher at Bell-Stone Public School, be granted a .2 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).

D. PROBATIONARY AND PERMANENT CONTRACTS - Nil

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION II W. Joudrie, Superintendent of Schools

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENT AND TERMINATIONS - Nil

C. LEAVES OF ABSENCE

1) General Leaves

a) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **JUDITH RUDD**, Teacher at Mary Hopkins Public School, be granted a general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).

b) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **SANTA WOODCROFT**, Teacher at Queens' Rangers Public School, be granted a .4 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).

c) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **JANET MACLEOD**, Teacher at Beverly Central/Lynden Unit, be granted a .8 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).

d) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **CAROLYN MACARTHUR**, Teacher at Tapleystown Public School, be granted a general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).

e) That a leave is granted to **MONICA CALDWELL-PUPPA**, Teacher at Yorkview Public School, effective June 8, 1998 to January 1, 1999 inclusive (30 weeks).

D. PROBATIONARY AND PERMANENT CONTRACTS - Nil

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION III K. Waters, Superintendent of Schools

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS - Nil

C. LEAVE OF ABSENCE

2) General Leave

That in accordance with Article 18.03 of the Secondary Collective Agreement, it is recommended that **JANET STEWART**, Teacher at Highland Secondary School, be granted an extended leave, effective April 6, 1998 to June 26, 1998 inclusive (12 weeks).

D. PROBATIONARY AND PERMANENT CONTRACTS - Nil

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION IV D. Russon, Manager, Employee Relations

A. APPOINTMENTS AND TRANSFERS

1) Promotions

That **LEANNE YARWOOD**, Secondary Vice-Principal, be appointed to the position of Acting Principal of a Secondary School, effective May 1, 1998, with salary according to the salary schedule.

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS

1) Resignations

That the date shown for the following staff to Leave the Employ of the Board, be approved:

GIACINTO LAURETANI, Assistant Caretaker (Caretaking and Maintenance Staff),
February 24, 1998

BARBARA MOSKALUK, Elementary Teacher, August 31, 1998

2) Retirements

That the resignation of **RUTH PRICE**, Elementary Teacher, for the purpose of retirement, effective June 30, 1998, be accepted with regret and the Board's gratuity be paid:

C. LEAVES OF ABSENCE

1) General Leaves

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

PETER P. BRENT, Secondary Teacher, April 14, 1998 to June 30, 1998

RAY KNARR, Elementary Teacher, February 24, 1998

GREGORY RODGERS, Elementary Teacher, February 16, 1998

BONNIE TURNER, Elementary Teacher, January 14, 1998

2) Leaves of Absence – "Four Over Five"

That approval be granted for the request of **LORETTA LUELOFF**, Secondary Teacher, for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Secondary Collective Agreement for the second semester of the 1999-2000 school year.

3) Reduced Workload Leave of Absence

That the request of **ANNA GUSENBAUER**, Elementary Teacher, for a Reduced Workload Leave of Absence, 1.0 to .5, effective March 23, 1998 to August 31, 1998, be approved.

4) Leave Extensions

That the requests of the following staff for an extension of their Leaves of Absence, effective as shown, be granted:

INGRID SCOTT, Head Librarian (Administrative Staff), April 13, 1998 to August 31, 1998

SUZANNE SOLNIK, Elementary Teacher, September 1, 1998 to August 31, 1999

5) **Return from Leave of Absence**

That the following staff be returned from Leaves of Absence, effective as shown:

NATALIE BOTTS, Elementary Teacher, September 1, 1998

ANNA GUSENBAUER, Elementary Teacher, March 23, 1998 (.5)

JANET MACLEOD, Secondary Teacher, March 30, 1998

JOYCE WHITTLE, Elementary Teacher, September 1, 1998

D. PROBATIONARY AND PERMANENT CONTRACTS

1) **Probationary Staff**

That the following be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

KATHI M. KIMMINS, Educational and Lunchroom Assistant Staff, February 23, 1998

JEFFREY MORGAN, Secondary Teacher, April 1, 1998

MARIA PERRI, Secondary Teacher, March 2, 1998

ALICE KAWECKI, Secondary Teacher, March 23, 1998 (2/6) (2/3 Sem. 2)

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

1) **Timetable Changes**

That the timetable change of NATALIE DICOSMO, Secondary Teacher, from 2/6 to 3/6 (3/3 Sem. 2), effective March 23, 1998, be approved with salary according to the salary schedule

In response to the members' concerns regarding the number and timing of leaves of absence in the teaching staff, it was indicated that a number of these long-term leaves are stress-related, requiring a medical certificate.

One trustee hoped that the teaching staff would be conscious that these extended leaves of absence result in disruption in the classrooms.

To the motion, **CARRIED UNANIMOUSLY.**

5. STAFFING REPORTS

D. Russon reviewed the reports, noting the pertinent changes since the last reporting to the former City Board.

Full Time Equivalent Positions as of March 1, 1998

In reply to a question, D. Russon advised that the understaffing of 13 teachers for secondary composite during Semester 1 was addressed through discussions with OSSTF after the teachers' strike. She confirmed that the 5 teaching positions achieved through contact negotiations were taken out in February, 1998.

For further clarification, D. Russon agreed to come back with more information on the enrolment statistics for G. P. Vanier Secondary School and Secondary Composite Schools.

It was moved by J. Rogers: That the Full Time Equivalent Positions as of March 1, 1998 be received for information.

CARRIED UNANIMOUSLY.

Report on Supply Teacher Usage as of January 31, 1998

When the issue of non-certified teaching staff was raised, D. Russon clarified that discussion will take place with the bargaining units pertaining to the directives from the Teachers' College.

Replying to a query, D. Russon reported that the City Board employed about 20 non-certified teachers in both secondary and elementary panels, noting the people on this list were "grandfathered". She assured the members that non-certified teachers are not added to the list. K. Croxall indicated that the County Board has one non-certified secondary teacher and none in the elementary panel.

It was moved by J. Bishop: That the Report on Supply Teacher Usage as of January 31, 1998 be received for information.

CARRIED UNANIMOUSLY.

Temporary Assistance Report

Substitute Cleaner/Casual Assistance Usage as of March 1, 1998

D. Russon confirmed the savings generated by the former City Board from casual assistance usage after the implementation of the workload study. She agreed to provide definite information regarding payroll reductions in this area.

It was moved by E. Johnstone: That the Temporary Assistance Report - Substitute Cleaner/Casual Assistance Usage as of March 1, 1998 be received for information.

CARRIED UNANIMOUSLY.

1996-1997 and 1997-1998 Temporary Assistance Expenditures

It was clarified for the members that the Illness Replacements reported for Superintendent of Administrative and Operational Services [Administrative Services and Superintendent Office line] and Superintendent of Human Resources - Schools [Elementary Secretarial line] would correspond to long-term sick leaves [duration of six months to a year]. It was the former City Board's practice to extend reasonable accommodation to staff for this type of leave of absence.

E. Bond clarified that the \$61,451 Year-to-Date Expense as of December 31, 1997 for the Assistant Superintendent of Program line referred to the salaries of 2 secretarial staff [Illness Replacement, Clerical Assistance].

Responding to a question regarding the Technical Services budget, P. Gillie indicated that the budgeted amount has not been fully expended. Stating that some accounting entries here could be outdated, P. Gillie requested and obtained the members agreement for her to review the numbers and bring back further information to the next Committee meeting.

It was moved by J. Rogers: That the Temporary Assistance Report - 1996 and 1997 and 1997 and 1998 Temporary Assistance Expenditures as of January 31, 1998 be received for information.

One trustee suggested that it may be beneficial to consider a combined City and County Staffing Reports in future reporting.

To the motion, **CARRIED UNANIMOUSLY.**

6. ELEMENTARY STUDENT ACHIEVEMENT PROFILE (ESAP)

In presenting the report, A. Greenleaf noted that the key rationale for the rescinding motion related to differing practices between the two predecessor Boards and the concerns identified by some staff in the City portion of the system. He concluded that the existing motion requiring all schools to utilize the ESAP program would pose considerable difficulty, particularly with reporting consistency across the new system..

Stating she wished to retain that part of the motion relating to tracking of student performance and citing the enormous staff efforts associated with the ESAP program as well as the potential usefulness of the program to the schools, J. Bishop noted her preference to rescind only the last sentence of the motion.

It was moved by J. Bishop: That the following statement in the resolution, adopted by the former City Board, be rescinded:

Seventh Report of the Program Committee - June, 1997

2. (c) That ESAP shall be used in all elementary schools to produce all grades 1-8 student progress reports by January, 1999.

When requested to provide her views, E. Bond affirmed the intent of the City Board motion was two-fold: (a) To enable the teachers to produce the mandatory report card. The recommendation from the Common Curriculum Steering Committee was communicated to all Principals and it was decided that all schools would have the reporting system operational at that time. The ESAP system enabled teachers to record electronically the information regarding student performance through the course of a year. Appreciation was expressed on how information could be pulled out easily with the ESAP software. (b) By January 1999 the intent was to familiarize not only the teaching staff, but the entire City school system as well, with the ESAP system. The information would be entered teacher by teacher and school by school for accountability measures.

E. Bond conceded the need to review the electronic problems encountered with the ESAP program. She further acknowledged that the differing practices of the predecessor Boards and the pressure in the development of the report card would be key factors in addressing the issue. At this point, however, she would like to see the City schools proceed with what was started with the ESAP system rather than changing part way through.

Affirming the County Board's concerns with the proposed use of the ESAP system in all elementary schools of the merged Boards and noting the relative simplicity of working with the Ministry's File Maker Pro system used by the County Board, W. Joudrie considered it premature at this time to mandate either of the two software programs as the official computer software for use in the development of the Report Card in the new Board.

To the motion, **CARRIED UNANIMOUSLY.**

7. (a) ANAPHYLAXIS POLICY

The Director underscored the importance of reviewing this document given the many concerns identified regarding the issue of anaphylaxis.

It was moved by J. Rogers: That the Draft School Health Support Services Policy, including Procedures for Administration of Prescribed Emergency Medication, be forwarded to the Joint Advisory Committee and to the Special Education Advisory Committee.

CARRIED UNANIMOUSLY.

The Chair clarified that the policy document would incorporate both predecessor Boards' policies and procedures.

(b) REPORT RE CONFERENCE AT C. H. BRAY SCHOOL, JANUARY 30, 1998

W. Joudrie clarified that the alleged conflict of interest referred to one of the 13 parents who sat in the School Council meeting and participated in the discussion. Concern was expressed that this parent has a Grade 6 child with peanut allergy and should perhaps have declared a conflict and not voted on the issue.

The Director commented that a "conflict of interest" pertains to pecuniary interest, exclusively.

Several members commented that this parent had every right to bring personal concerns to the discussion and should not have been expected to withhold their vote.

W. Joudrie believed the School Council conducted a fair process during the meeting.

8. STATUS OF TRANSITION COMMITTEES

M. Matier reviewed the report, noting the membership of the various Transition Sub-Committees. He indicated further that all the individuals on the lists had volunteered their participation; the Federations would soon be identifying their representatives to these committees.

It was clarified for Joe Coleman, that his name would be included on the Transition Steering Committee.

It was moved by J. Dewar: That the Report regarding Status of Transition Committees be received for information.

CARRIED UNANIMOUSLY.

9. BANK OF MONTREAL - BOARD GAMES TO CLASSROOMS

In speaking about the issue, E. Johnstone outlined the major concerns she had: (a) its relevance to education as quality education should come first for the students, (b) the use of classroom time, (c) any financial gains for Bank of Montreal involved and (d) the police involvement in this project.

L. Orban reported that she received correspondence from the Vice-President of Bank of Montreal advising that this is an on-going project of the company and that no marketing angle is associated with it. The bank focused on kindergarten students so there would not be a conflict with its clients and the education field. She offered to share the information package with the trustees and administration.

The officials expressed no knowledge to date of any schools in the system having been approached about this program.

Trustees not supporting the project expressed the following concerns/views:

- ⇒ The advertising context of the project is counter to the provisions of the Education Act.
- ⇒ The use of schools for commercial promotion.
- ⇒ Board approval should be required for these types of events.
- ⇒ The business programs and courses in our schools teach business basics to our students.

Trustees endorsing the concept provided the following thoughts:

- ⇒ Based on tradition, the principles of investing could be reinforced and prove beneficial to young people.
- ⇒ As the Ministry of Education and Training has encouraged school boards to pursue community and business partnerships, the project could be a good venue for this. The business sector has been supporting some of the Board's worthwhile programs, e.g. Co-op Education; the Board could then reciprocate by supporting business projects like this, thus leading to a Win-Win situation.

Confident that the Superintendents of Schools and Principals would be watching for any developments on this project, the Director agreed to consider the issue further and report back as appropriate.

10. SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC) - REQUESTED BY TRUSTEE BISHOP

J. Bishop questioned why the Report of the Special Education Advisory Committee from its February meeting was not on the agenda of this Committee. As was the practice by the former City Board, she said it would be appropriate for SEAC to report to the Board through the appropriate Standing Committee. Otherwise, the Board would refer matters to the Standing Committee and thus create delays in SEAC's recommendations getting Board approval.

Stating it may be helpful to consult with the Ministry of Education and Training about this matter, the Director recalled that based on the Education Act his understanding was that SEAC has the status of a standing committee. He then requested members' direction specific to the issue.

Agreeing with the Chair's suggestion to refer the matter to the officials,

It was moved by J. Bishop: That the issue of Reporting Process for Special Education Advisory Committee be referred to the administration.

CARRIED UNANIMOUSLY.

11. REQUEST FROM H. HAMPTON, LEADER OF THE ONTARIO NDP PARTY RE USE OF HESS STREET SCHOOL FACILITIES

The Director referred to a recent request from H. Hampton, Leader of the Ontario NDP Party to use the facilities at Hess Street School for the party's upcoming meeting. Although aware that this type of event was permitted in some schools in the past, he expressed his concern with the issue of setting precedent.

Members supporting the request felt that, as long as the Board is not seen as favouring a particular group, this could be a venue for showcasing the many good things happening in our schools.

Some members, however, questioned the relevance to education of the information emanating from these meetings.

The members were assured that staff will get detailed information about any political meetings to be held in any of our school facilities.

12. SEATON/SHEFFIELD SCHOOL COUNCIL RE SCHOOL COUNCIL CLUSTERS

The Director offered it may be appropriate for the Board to support the clustering of school councils by ward for electoral area for purposes of working with the locally-elected trustees.

It was moved by J. Bishop: That the correspondence from Seaton/Sheffield School Council re School Council Clusters be received for information.

CARRIED.

13. ANCASTER SENIOR SCHOOL COUNCIL RE DESIGN AND TECHNOLOGY, FAMILY STUDIES, LIBRARY AND GUIDANCE

It was moved by J. Bishop: That the correspondence from the Ancaster Senior School Council re Design and Technology, Family Studies, Library and Guidance be referred to the appropriate Transition Committee.

CARRIED UNANIMOUSLY.

14. PETITION RE KINDERGARTEN SCHEDULING

It was moved by J. Bishop: That the petition regarding Kindergarten Scheduling be referred to the Junior Kindergarten Transition Committee.

15. MINISTRY OF EDUCATION AND TRAINING RE BOARD HOSTING SECONDARY SCHOOL REFORM INFORMATION AND PLANNING SESSION

It was moved by E. Johnstone: That the correspondence from the Ministry of Education and Training regarding the Board hosting a secondary School Reform Information and Planning Session be received for information.

CARRIED.

16. SAMPLE AGENDA REPORTS (FORMER CITY BOARD)

17. SCHOOL PROFILES - COUNTY SCHOOLS

The Chair advised that all the above Distribution items were for the trustees' perusal and decision at a later time as to which reports will be necessary and useful.

The development of a policy and review process for these reports was suggested. It was felt this area is essential in terms of the role of the trustees and establishing a monitoring mechanism.

J. Bishop drew the members' attention to an information sheet regarding Policy Governance which she placed in their lockers, stating this could be useful in the consideration of this issue at a future time.

18. PUBLIC QUESTIONS FOR CLARIFICATION

It was clarified for J. Coleman that the issue of ensuring a safe environment for the students is covered in the Board's Safe Schools Policy.

It was moved by E. Johnstone: That the In-camera Session of the Education Committee be convened.

CARRIED.

The Open Session then adjourned at 9:00 p.m.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Open Session of the Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on March 9, 1998.

Those present:

Ray Mulholland, Chair
Reg Woodworth, Vice-Chair
Judith Bishop
Heather Bullock
Janice Dewar
Wes Hicks
Eleanor Johnstone
Lillian Orban
Joe Rogers
Bruce Wallace

In attendance:

Allan A. Greenleaf, Director of Education and Secretary

Also Present:

D. Russon, Manager, Employee Relations

The meeting was called to order at 6:44 p.m. by R. Mulholland, Chair.

Report of the In-camera Session of the Board Meeting

RESOLUTION #98-87: Moved by R. Woodworth, seconded by B. Wallace that the Board adopt the Report of the In-camera Session of the Board Meeting dated 1998 03 09.

CARRIED UNANIMOUSLY.

The meeting then adjourned.

D R A F T

MINUTES OF THE BUSINESS COMMITTEE
1998 03 12

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Laura Peddle, Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Eleanor Johnstone, Joe Rogers and Bruce Wallace.

In attendance: Allan A. Greenleaf (Director of Education and Secretary), Don Grant (Superintendent of Business and Treasurer), Ken Bain (Interim Assistant Superintendent of Schools), Elizabeth Bond (Superintendent of Program), Krys Croxall (Superintendent of Schools), Pat Gillie (Superintendent - Administrative and Operational Services), Wayne Joudrie (Superintendent of Schools), Merv Matier (Superintendent of Transitional Services), Murray Quinn (Superintendent of Schools), Stew Thompson (Assistant Superintendent of Schools), Janice Tomlinson (Interim Assistant Superintendent of Program), Lucy Veerman (Acting Senior Financial Officer), Ken Waters (Superintendent of Schools).

Also in attendance:

D. Sage, Manager of Audit, Assessment, Property, Insurance and Transportation

The Chair called the meeting to order at 6:37 p.m..

The Chair welcomed the delegation who would present on the issue of Student Accommodation in Flamborough. She advised that the Board recently struck 3 Standing Committees as follows: Education Committee, Business Committee and Salary Committee. In explaining the Rules of Order for Standing Committees, L. Orban emphasized that only the committee members can make motions and vote.

2. APPROVAL OF THE AGENDA

The members' attention was drawn to the lay-down additional information pertaining to Item 12 - Letters and Petition re School Accommodation in Flamborough.

It was moved by W. Hicks: That the agenda be approved as presented.
CARRIED.

3. DELEGATIONS

(A) DRAFT REGULATIONS FOR DELEGATION PRESENTATIONS TO COMMITTEE

The Chair drew attention to the draft document, noting this will be presented to the Board for approval at the March 26, 1998 regular Board Meeting.

In reaction to a concern on Item 7 of the document, one trustee commented that it would be difficult to take action on the presentation tonight pending Board approval of these regulations. It was felt that the appropriate action would be to refer the issue to administration.

(B) PRESENTATION RE STUDENT ACCOMMODATION - FLAMBOROUGH

K. Berti, member of the Crisis Accommodation Team (CAT), introduced the other members: T. Butterworth, Chair, D. Bachewich, Co-Chair, C. Anderson, T. Linke and L. Neddow. Using an overhead, the presentation highlighted the following:

1. Nature of the Flamborough Cluster
2. Population growth pattern - historically and projected
3. Corresponding student population growth pattern
4. Results of a Parent Survey re response to (a) building a new school and (b) busing children outside of Flamborough
5. Recommended actions: (a) a new elementary school for Flamborough by September 1998 and (b) a new elementary school in Flamborough be listed as the number one priority on the Capital Expenditure list for construction.

In response to a question, the delegation acknowledged that September 1999 would be a more realistic timeline for the construction of a new school for Flamborough. Noting the new school is estimated to have a 500 student capacity at a cost of approximately \$7 to \$8 million, the group suggested the Board consider a partnership concept and/or other creative ways of reducing the financial costs involved.

In reply to a query on monies for lot levies in the former County Board, D. Grant related the Board had to deal with additions to Waterdown District High School in 1997. These additions cost approximately \$2.5 million and were financed as follows: \$1.3 million by education development charges and \$1.2 million by proceeds from site sales.

One member wondered if the shift in student population is occurring from families within the area or coming from different jurisdictions.

It was moved by W. Hicks: That the Presentation re Student Accommodation - Flamborough, including the following recommendations, be referred to the Accommodation Sub-Committee, Transitions:

- a) **That Flamborough be provided a new elementary school by September 1998.**
- b) **That a new elementary school in Waterdown be listed as the number one priority on the Capital Expenditure list for new construction.**

One trustee was opposed to the referral motion saying that, given the urgency of the situation, it would be proper for the members to discuss and take action on the issue tonight.

The Chair ruled the referral motion would take precedence, expressing confidence that the issue will not be lost.

To the motion, **CARRIED UNANIMOUSLY.**

It was moved by R. Woodworth: That the Board write a letter to the provincial government pointing out the urgency of the student accommodation concerns in Flamborough and that reference be made to the Wentworth County report re Waterdown Accommodation Study Team Recommendations.

CARRIED UNANIMOUSLY.

Note: At the conclusion of the presentation, the Chair of the Committee was presented with a petition containing 260 signatures of individuals in favour of the construction of a new elementary school in Flamborough by September 1, 1999 and a sign stating "Flamborough Kids Need Flamborough Schools".

4. BOARD REFERRALS

(A) TERMS OF REFERENCE

Although advised that it is the responsibility of the Education Committee to deliberate and determine the format of the Regulations for Delegation Presentation to Committee from the draft document placed on tonight's agenda for the members' reference,

It was moved by H. Bullock: That the Terms of Reference - Business Committee include an item that addresses the issue of receiving delegations at committee level.

CARRIED UNANIMOUSLY.

At this point, the issue of the Business Committee assuming responsibility for the budget process and monitoring was raised. One trustee believed that the following should be included in the area of budget: (a) discussion and development of the Board's budget, (b) process for addressing deficits, (c) movement of budgeted funds and (d) monitoring and review of policies relating to budget and financial accounting.

It was moved by H. Bullock: That the budget process and monitoring be included in the Terms of Reference of the Business Committee.

Trustees supporting the motion noted that:

- a) A small, concentrated committee would facilitate the work on the budget process, particularly when trustee attendance is a concern.
- b) In terms of input into the process, all trustees can participate during discussion and debate at the Committee level. An issue can be raised again, debated and voted on by all the members at the full Board meeting.
- c) The Business Committee should assume more responsibility for the budget process.

Members opposed to the motion expressed the following views:

- a) It would be appropriate to strike an ad hoc Budget Review Committee [chaired by the Chair of Business Committee] once a year where all trustees can participate in the debate and vote on all budget recommendations.
- b) The intent of Item 14 of the Terms of Reference could be contentious in terms of consideration of items from other committees referred to the Business Committee as this may need debate and voting by the full Board

One member commented the Education Committee is responsible for personnel/staffing; however, 80% of the Board's budget is linked to staffing so there could be contention that the issue should be debated by the whole Board.

In response to a query, D. Grant clarified that it was not the practice at the former County Board for all recommendations with financial implications to go through the Business Committee.

In light of concerns with Item 14, the Director suggested the members may wish to delete this at this time and permit him to bring back a re-worded version later on.

The Chair of the Board clarified that in accordance with the procedures for Standing Committees, consideration of new programs is the responsibility of the Education Committee and any costing/financial implications for any program will be considered at the Business Committee. The Chair of the Board affirmed that it is his responsibility to declare a conflict in the recommendations of the Committees.

To the motion, **LOST, 2 IN FAVOUR, 4 OPPOSED.**

D. Grant clarified that the Stub Year Budget will be considered on March 24, 1998 at a meeting of the Committee of the Whole Board. He recalled that the members had previously agreed to facilitate the discussion and debate on the Stub Year Budget through this meeting format.

Noting that she would not be available for the March 24th meeting, L. Orban advised that she had requested R. Woodworth to chair the meeting in her absence.

It was moved by H. Bullock: That Item 3 be changed to read: "Approve and Monitor the planning and construction of new buildings and additions or alterations to existing buildings".
CARRIED.

When one member suggested that all items pertaining to Transportation should be grouped together under Item 7,

It was moved by H. Bullock: That Item 7 be changed to read: "Approve, monitor and review the Board's Transportation Policy and Regulations. Any amendments and revisions are to be completed and approved no later than the 15th day of April in each year."

The Director noted that the last statement in Item 7 is necessary for the former County Board in terms of staffing and class size planning.

To the motion, **CARRIED.**

It was moved by H. Bullock: That Items 8, 9, 10 and 11 be deleted.
CARRIED.

It was moved by L. Peddle: That the second paragraph of the Terms of Reference - Business Committee be changed to read: "In particular, but not limited to, the Committee shall:"
CARRIED UNANIMOUSLY.

It was moved by R. Mulholland: That Item 13 be changed to read: "Approve, monitor and review policies relating to the following:"
CARRIED UNANIMOUSLY.

Noting there was no specific reference to having an annual report from the Board's external auditor in the draft document,

It was moved by H. Bullock: That the following be added as Item 13 (j): "Annual external auditor's report".

CARRIED UNANIMOUSLY.

When a member suggested that the issue of health and safety, purchasing, including tendering should fall within the responsibilities of this committee,

It was moved by R. Mulholland: That the following be added as Item 13 (k) "Health and safety, purchasing, including tendering policies".

CARRIED UNANIMOUSLY.

It was moved by H. Bullock: That the following Terms of Reference - Business Committee, as amended, be approved:

"The Business Committee has the responsibility for advising the Board on specific aspects relating to properties and finances of The Hamilton-Wentworth District School Board, in accordance with the Education Act and the policies of the Board.

In particular, but not limited to, the Committee shall:

- 1. Receive and discuss briefs from any individuals, groups or delegations, followed by appropriate disposition of said briefs.**
- 2. Review the Capital Expenditure Multi-Year Forecast, including supporting documentation, prior to Board approval and submission to the Ministry of Education and Training, as required.**
- 3. Ensure that all existing policies are strictly adhered to as they affect the work of this committee.**
- 4. Approve and monitor the planning and construction of new buildings and additions or alterations to existing buildings.**
 - (a) Initiate and monitor the disposal of surplus properties as determined by the Board;**
 - (b) Initiate and monitor the disposal and transfer of surplus equipment.**
- 5. Monitor existing and future school needs with respect to student population and the provision of education.**
- 6. Recommend to the Board any possible closure of Board-owned facilities.**
- 7. Approve, monitor and review the Board's Transportation Policy and Regulations. Any amendments and revisions are to be completed and approved no later than the 15th day of April in each year.**
- 8. Committee shall appoint a representative from its members to sit on the School Transportation Safety Committee.**

9. Approve, monitor and review policies relating to the following:

- a) the investment and borrowing of funds;
- b) the provision of bursaries and scholarships and other awards for attainment by pupils of the schools within the jurisdiction of the Board;
- c) the administration of all trust funds of the Board;
- d) the supervision of the books, accounts, documents, vouchers, money, debentures, and securities of the Board, and all funds collected in or by the schools for any purpose whatsoever;
- e) regulation of internal controls connected with the receipt and payment of money;
- f) ensuring that proper security of the specified officials has been obtained in accordance with Section 198(2) and (3) of the Education Act;
- g) school accommodation;
- h) purchase, maintenance, rental, and sale of school properties and buildings;
- i) provision for adequately insuring the buildings and equipment of the Board and for insuring the Board and its employees and volunteers who are assigned duties by the principal against claims in respect of accidents incurred by pupils while under the jurisdiction or supervision of the Board;
- j) annual external auditor's report;
- k) health and safety, purchasing, including tendering.

10. Review all items with financial implications which must be referred to the Business Committee from other committees before submission to the Board.**11. Consider any other financial matters within the jurisdiction of the Board and report to the Board at regular intervals."****CARRIED, 5 IN FAVOUR, 1 OPPOSED.****(B) ALCOHOLIC BEVERAGES ON BOARD PREMISES**

E. Johnstone reiterated her concerns with the issue, emphasizing that she has been consistently opposed to the use of alcohol on Board premises.

Noting there has not been many requests of this nature coming to the Board, M. Matier clarified that the policy suggests that alcohol is still not permissible but approval would be at the trustees' discretion.

Responding to a question, M. Matier affirmed that a separate and specific contract would apply to community facilities attached to a school.

One member wondered if the report should be referred to the Joint Advisory Committee.

It was moved by W. Hicks: That no alcoholic beverages shall be allowed on Board premises without the permission of the Board.

CARRIED UNANIMOUSLY.**(C) ENVIRONMENTAL PROTECTION ACT ORDER - TAPLEYTOWN SCHOOL**

In reviewing the report, K. Croxall expressed confidence that the Board has done everything to comply with the requirements of the Act, particularly in ensuring the health and safety of the students. She committed to bringing further information to the Board as soon as available.

It was moved by R. Mulholland: That the report re Environmental Protection Act Order - Tapleystown School be received for information.

CARRIED.

5. LEIC PROPERTY SUB-COMMITTEE RECOMMENDATIONS

In providing an overview, M. Matier clarified that the recommendations in this report are short-term solutions which would address the accommodation concerns for September 1998. He then called on D. Sage, Manager of Audit, Assessment, Property, Insurance and Transportation, who reviewed the report and then responded to the members' questions.

(a) It was moved by R. Woodworth: That eight portable classrooms be identified from within existing inventory and be designated for relocation as follows:

Ancaster Senior	1 portable
Flamborough Cluster	2 portables
Helen Detwiler	2 portables
Janet Lee	1 portable
Lake Avenue	1 portable
Viscount Montgomery	<u>1 portable</u>
	8 portables

and that the associated cost of \$90,000 for the relocation of portables be included in the stub year budget as expenditures for Capital.

Stating that as soon as the alternatives for the Flamborough Cluster have been determined and the community consulted, W. Joudrie indicated that a recommendation will be brought to the Board for approval.

To the motion, CARRIED UNANIMOUSLY.

(b) It was moved by H. Bullock: That the Glenwood program at Glenwood School in Ancaster be relocated to Fairview School in Hamilton effective September 1, 1999.

The Director stated that it is critical at this time that Board buildings and properties be identified given the impact of the issue of asset and liability planning.

To the motion, CARRIED UNANIMOUSLY.

6. FAMILY CLAIM FORM REPORT

D. Grant noted this report was presented for update and information purposes.

It was moved by R. Woodworth: That the Family Claim Form Report be received for information.

CARRIED UNANIMOUSLY.

7. COMPREHENSIVE ENERGY AND WATER REDUCTION PROGRAM - CASH INCENTIVE FROM UNION GAS

P. Gillie presented the report. She affirmed that the \$100,000 cash incentive would be used to reduce the Tesco project cost.

It was moved by R. Mulholland: That The Hamilton-Wentworth District School Board accept the cash incentive of \$100,000 from Union Gas in support of the Comprehensive Energy and Water Reduction Program, through entering into a Memorandum of Agreement outlining the incentive.

CARRIED.

8. ESCALATOR SERVICE - SCOTT PARK SECONDARY SCHOOL

In speaking to this item, the Director said the intent was to draw the ongoing drain on the Board's resources to the members' attention. He noted this as an example of capital projects requiring short term action but the problem should be examined closely and addressed in the long term to determine whether the escalator would remain or be replaced with a stairwell.

It was moved by W. Hicks: That the report re Escalator Service - Scott Park Secondary School be received for information.

CARRIED UNANIMOUSLY.

9. COUNTY PLANNING REPORT

K. Waters presented the report and then responded to the members' questions.

Signifying his intent to clarify some issues relating to the recommendations for the City of Stoney Creek and recognizing H. Bullock's concerns with Clause D3,

It was moved by R. Woodworth: That The Hamilton-Wentworth District School Board approve the County Planning Report dated March 4, 1998, excluding Clauses S1 to S12 (Stoney Creek) and Clause D3 (Dundas).

Responding to H. Bullock's concerns with the capacity issue for Central Park School, A. Young, Planning Officer, noted that the additional students may be accommodated in other schools.

To the motion, **CARRIED UNANIMOUSLY.**

One member inquired on the status of the former County Board's discussion with the Hamilton-Wentworth District Catholic School Board about the possibility of sharing lands in the Meadowlands area. It was suggested that this could be a win-win situation for all stakeholders.

When D. Grant suggested that a motion would be helpful in obtaining the required information,

It was moved by H. Bullock: That the administration be directed to consult with the Hamilton-Wentworth District Catholic School Board regarding the possibility of the joint planning and acquisition of an elementary school site in the Meadowlands.

The Director affirmed that the former County Board had objected in the past to some of the recommendations in this report, e.g. to register a complaint or draw attention regarding planning.

To the motion, **CARRIED UNANIMOUSLY.**

It was moved by R. Woodworth: That the recommendations relating to Stoney Creek in the County Planning Report dated March 4, 1998 be approved, excluding Clauses S3, S6, S10 and S11.

R. Woodworth noted his main concern with Clauses S3, S6, S10 and S11 focused on the growing accommodation problems in the affected schools, particularly those schools in which the needs are being addressed only with portables, e. g. Janet Lee School

In reply to a question regarding Clause S1 on Shared Use Agreement with the City of Stoney Creek, B. Thomson, Manager of Plant, advised that a committee is presently working on the development of the policies and procedures on Shared Use Agreement. He added that a report will be brought to the Board when all the issues have been addressed.

Stating that policy development is a key role for trustees, some members noted the need for trustee representation on the committee reviewing the Shared Use Agreement.

To the motion, **LOST ON A TIE VOTE.**

It was moved by W. Hicks: That Clauses S1 to S12 (Stoney Creek) in the County Planning Report dated March 4, 1998 be approved.

CARRIED, 3 IN FAVOUR, 2 OPPOSED, 1 ABSTENTION.

It was moved by W. Hicks: That Clause D3 (Dundas) in the County Planning Report dated March 4, 1998 be approved.

CARRIED, 3 IN FAVOUR, 2 OPPOSED, 1 ABSTENTION.

When the Chair asked the members if they wished to continue receiving the full information package for this report, one member felt the summary page would suffice with a copy of the full package placed in the Trustees' area, e.g. Lounge, for the trustees' perusal as they wish.

Noting the importance of this document, the Chair of the Board expressed his preference to continue providing all the members with the full information package.

10. SCHOOL TRIPS

It was moved by H. Bullock: That the following trip requests be approved:

- a) Grades 8 to 12 - Adelaide Hoodless, Hillcrest, Lake Avenue, R. A. Riddell, Ryerson, Tweedsmuir; Hill Park, Sir John A. Macdonald, Sir Winston Churchill, Westdale Schools - Trip to underground railroad, Windsor from May 13 to 14, 1998, inclusive;**
- b) Grades 4 to 5 - George R. Allan School - Computer Trip - Madison Heights, Michigan on March 21, 1998;**
- c) Grade 8 - Ryerson School - Camping Trip - Camp Mini Yo We from May 26 to 29, 1998 inclusive;**
- d) Grade 7 - Viscount Montgomery School - History Trip - Ottawa from June 23 to 25, 1998 inclusive;**

- e) Grades 8 to 13 - Glendale Secondary School - Music Performance - Darien Lake on June 5, 1998;
- f) Grades 9 to O.A.C. - Sir Winston Churchill Secondary School - Stratford Festival - Stratford on May 20, 1998;
- g) Grades 9 to O.A.C. - Sir Winston Churchill Secondary School - Cultural/History Trip - Washington, U.S.A. from May 20 to 23, 1998 inclusive.

CARRIED UNANIMOUSLY.

The Director felt that consideration of school trips falls within the responsibility of the Education Committee; however, to provide sufficient submission timelines for trip requests, it was agreed to bring this item to the Business Committee. He hoped that the schools will strive to adhere to the submission deadline.

11. LOGO CONTEST EVALUATION TEAM DECISION

It was moved by W. Hicks: That the Logo Contest Evaluation Team be requested to shortlist 5 logo designs and that the submitters be invited to provide a short presentation regarding the history and background of their logo design at a Caucus called by the Chair of the Board.

One trustee felt the motion was contrary to the Board-approved motion on the Logo contest.

J. Allison, Public Relations Officer, affirmed that she would call on the Evaluation Team and facilitate the direction set out in the motion.

To the motion, **CARRIED, 5 IN FAVOUR, 1 OPPOSED.**

12. LETTERS AND PETITION RE SCHOOL ACCOMMODATION IN FLAMBOROUGH

As this item was related to the Presentation re Student Accommodation - Flamborough, the members agreed to receive all the letters and petition for information.

13. TONI SKARICA, MPP - WENTWORTH NORTH RE HEAD LICE

Referring to an article from the Globe and Mail re "Super Lice", the Director advised that this issue will be the topic of the next delegation coming to the Education Committee.

It was moved by R. Mulholland: That the correspondence from Toni Skarica, MPP - Wentworth North re Head Lice be received for information.

CARRIED UNANIMOUSLY.

14. BRUCE THOMSON RE HOMESCHOOL REQUEST FOR SCHOOL USE

B. Thomson presented the report.

The Director noted the request was from an organized consortium of homeschoolers.

It was moved by L. Peddle: That the request from the Grindstone Creek Christian Home Educators to access public school facilities to enhance their homeschool programs be denied.

In expressing concern, one member felt the Board should be proactive in communicating with this group, noting they are also taxpayers. It was suggested that perhaps the motion should specify that

access to public school facilities may be permitted on other times, e.g. on weekends, but not during school hours.

L. Peddle agreed to adding the phrase "**during school hours**" after the word "facilities" as a friendly amendment to her motion.

The motion, as amended, was put to a vote and was **CARRIED UNANIMOUSLY.**

15. GIRL GUIDES OF CANADA - "AGGIE 99"

B. Thomson presented the report.

It was moved by H. Bullock: That the request from the Girl Guides of Canada to use the facilities at Saltfleet High School for their "Aggie 99" event during the weekend of April 23 thru April 25, 1999 be endorsed and that administration be authorized to negotiate a rental agreement with the Girl Guides of Canada.

CARRIED UNANIMOUSLY.

16. SAMPLE AGENDA REPORTS (FORMER BOARDS)

The members were advised that no action was required for the reports. These were placed on the agenda for the trustees' perusal and decision at a future time as to which reports would be helpful and necessary to continue for the Board.

17. PUBLIC QUESTIONS FOR CLARIFICATION

It was clarified for J. Coleman that the figures provided in the report regarding Escalator Service - Scott Park Secondary School were taken from a Summary of Expenses for School Escalators. The duration of the contracts for these escalators is over a three-year period.

It was moved by H. Bullock: That the In-camera Session of the Business Committee be convened.

CARRIED.

The Open Session then adjourned at 10:06 p.m.

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D R A F T

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Open Session Special Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on March 12, 1998.

Those present:

Ray Mulholland, Chair
Reg Woodworth, Vice-Chair
Judith Bishop
Heather Bullock
Wes Hicks
Eleanor Johnstone
Lillian Orban
Laura Peddle
Joe Rogers
Bruce Wallace

In attendance:

Allan A. Greenleaf, Director of Education and Secretary
Ken Bain, Interim Assistant Superintendent of Schools
Don Grant, Superintendent of Business and Treasurer
Wayne Joudrie, Superintendent of Schools
Lucy Veerman, Acting Senior Financial Officer

The Chair called the meeting to order at 11:30 p.m.

REPORT OF THE INTERVIEW AD HOC COMMITTEE

RESOLUTION #98-88: It was moved by B. Wallace, seconded by J. Bishop: That the Report of the Interview Ad Hoc Committee dated March 6 and 9, 1998 be adopted as follows:

Superintendent of Instructional Services

1. That Marguerite Botting be appointed to the position of Superintendent of Instructional Services, effective April 1, 1998.

Superintendent of Education

1. That Ken Bain be appointed to the position of Superintendent of Education, effective April 1, 1998.

Superintendent of Operations

1. That the position of Superintendent of Operations not be filled at this time and that the posting be referred to the Director for review, consultation and recommendation in a report back to the Board at the March 26, 1998 meeting.

The Director affirmed that the salary rate of the Interim Assistant Superintendent of Schools who will be appointed to the position of Superintendent of Schools will be placed on the appropriate salary grid.

In response to a query, L. Veerman provided the current salary rate for the following positions:

Superintendent	- \$96,096 per annum
Assistant Superintendent	- \$87,655 per annum

To the motion, **CARRIED.**

The meeting then adjourned at 11:40 p.m.

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ACTION ITEMS

REGULAR BOARD
1998 03 26

REPORT OF THE EDUCATION COMMITTEE FIRST REPORT

Those present: Bruce Wallace, (Chair), Judith Bishop, Janice Dewar, Eleanor Johnstone, Joseph Rogers, and Ray Mulholland

Also present: Heather Bullock, Wes Hicks, Lillian Orban, and Reg Woodworth

In attendance: Allan A. Greenleaf (Director of Education and Secretary), Ken Bain (Interim Assistant Superintendent of Schools), Elizabeth Bond (Superintendent of Program), Krys Croxall (Superintendent of Schools), Pat Gillie (Superintendent - Administrative and Operational Services), Don Grant (Superintendent of Business and Treasurer), Wayne Joudrie (Superintendent of Schools), Merv Matier (Superintendent of Transitional Services), Murray Quinn (Superintendent of Schools), Stew Thompson (Assistant Superintendent of Schools), Janice Tomlinson (Interim Assistant Superintendent of Program), Lucy Veerman (Acting Senior Financial Officer).

Recommended Action:

Moved by _____, seconded by _____: That the Report of the Education Committee dated March 5, 1998 be adopted as distributed.

1. Board Referrals

(a) Motion regarding EQAO (Trustee Bishop)

It was moved by J. Bishop: That there be

- a) an investigation of those schools with good results and promotion of their good practices;
- b) an examination of those pertinent areas of concerns raised in the EQAO report for the province;
- c) support to schools with serious weaknesses;
- d) examination of the requirements to improve the teaching of mathematics and that a report be brought back by June, 1998.

(b) Terms of Reference, Education Committee

It was moved by J. Bishop: That the following Terms of Reference - Education Committee be approved:

The Education Committee has the responsibility for advising the Board on specific aspects of the education of the students of The Hamilton-Wentworth District School Board and for the development, maintenance and review of all programs and services offered by the Board in the areas of communication, system administration and human resource deployment.

In particular, the Committee will be responsible for the following actions, subject to the approval of the Board.

1. Receipt and discussion of briefs from any individuals, groups or delegations, followed by appropriate disposition of said briefs.
2. Receipt and commentary upon reports and recommendations as may be brought by the administration, any program committee or School Council.
3. Review and approval of the annual school year calendar and professional development programs for staff.
4. Researching, developing, planning, implementing and evaluating all aspects of program, including curriculum and special services, financial considerations and building modifications.
5. New technology in the classroom.
6. Selection of appropriate textbooks and other learning resources.
7. Monitor and review Public Relations strategies.
8. Monitoring of performance review procedures for all staff.
9. Student Discipline Codes and Safe Schools Policy.

10. Development and review of human resources policies and practices for all staff including performance review, recruitment, hiring, regulation, discipline, attendance, censure and dismissal of staff; job descriptions and job evaluations; and effective policies of affirmative action/employment equity and pay equity; and for supervising the implementation and evaluation of these policies.
11. Human Resource planning and development.
12. Submission of an annual report to the Board outlining the status of Committee work and predicting future Committee concerns.
13. Deployment of all staff within the schools.
14. Direction and monitoring of staff development programs.

c) Regulations for Delegation Presentations to Committee

It was moved by R. Mulholland: That the following Regulations for Delegation Presentations to Committee be approved:

1. A request from an individual or group to appeal before the Committee must be made in writing to the Secretary of the Board and should include the nature of the request, at least six calendar days in advance of the Committee meetings.
2. Delegations must submit their presentations in writing to the Secretary of the Board no later than the Monday afternoon prior to the meeting. Individuals who have difficulty in creating a written submission will be offered appropriate support through the Office of the Secretary of the Board.
3. Presentations are expected to follow the outline of concerns identified in the written submission. If the materials presented differ substantially from the written submission, the Chairman has the right to call an immediate recess in order to clarify the situation.
4. Presentations shall not exceed fifteen minutes in length, exclusive of questions for clarification. Extensions to this timeline may be granted by Committee direction.
5. Members of delegations may add comments for clarification.
6. Trustees may ask questions for clarification, without comment pro or con with respect to the issue in general.
7. At the conclusion of the presentation, the Committee may, by specific motion, determine to:
 - a) Suspend the Rules of Order by a two-thirds majority to consider the matter immediately.
 - b) Debate the issue(s) involved at the conclusion of the agenda.
 - c) Refer the delegation's presentation to the administration for review and comment.
 - d) Formally receive and file the submission of the delegation.
 - e) Extend appreciation and invite the delegation to be in attendance when the matter is discussed.
8. The Committee will then continue to the next item of business.

* * * * *

2. Personnel Report

It was moved by E. Johnstone: That the Personnel Report dated March 5, 1998 be adopted and the following recommendations contained therein be approved:

SECTION I

K. COXALL, SUPERINTENDENT OF SCHOOLS

- A. APPOINTMENTS AND TRANSFERS - Nil
- B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS - Nil
- C. LEAVES OF ABSENCE
 - 1) General Leaves
 - a) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **Catherine Moore**, Teacher at Billy Green Public School, be granted a .5 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).
 - b) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **Mary Pettit**, Teacher at Bell-Stone Public School, be granted a .2 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).
- D. PROBATIONARY AND PERMANENT CONTRACTS - Nil
- E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION II

W. JOUDRIE, SUPERINTENDENT OF SCHOOLS

- A. APPOINTMENTS AND TRANSFERS - Nil
- B. RESIGNATIONS, RETIREMENT AND TERMINATIONS - Nil
- C. LEAVES OF ABSENCE
 - 1) General Leaves
 - a) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **Judith Rudd**, Teacher at Mary Hopkins Public School, be granted a general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).
 - b) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **Santa Woodcroft**, Teacher at Queens' Rangers Public School, be granted a .4 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).
 - c) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **Janet MacLeod**, Teacher at Beverly Central/Lynden Unit, be granted a .8 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).
 - d) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **Carolyn MacArthur**, Teacher at Tapleystown Public School, be granted a general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).
 - e) That a leave is granted to **Monica Caldwell-Puppa**, Teacher at Yorkview Public School, effective June 8, 1998 to January 1, 1999 inclusive (30 weeks).

- D. PROBATIONARY AND PERMANENT CONTRACTS - Nil
- E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION III

K. WATERS, SUPERINTENDENT OF SCHOOLS

- A. APPOINTMENTS AND TRANSFERS - Nil
- B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS - Nil
- C. LEAVE OF ABSENCE
 - 2) General Leave

That in accordance with Article 18.03 of the Secondary Collective Agreement, it is recommended that **Janet Stewart**, Teacher at Highland Secondary School, be granted an extended leave, effective April 6, 1998 to June 26, 1998 inclusive (12 weeks).

- D. PROBATIONARY AND PERMANENT CONTRACTS - Nil
- E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION IV

D. RUSSON, MANAGER, EMPLOYEE RELATIONS

- A. APPOINTMENTS AND TRANSFERS
 - 1) Promotions
 - That **Leanne Yarwood**, Secondary Vice-Principal, be appointed to the position of Acting Principal of a Secondary School, effective May 1, 1998, with salary according to the salary schedule.
- B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS
 - 1) Resignations
 - That the date shown for the following staff to Leave the Employ of the Board, be approved:
 - Giacinto Lauretani**, Assistant Caretaker (Caretaking and Maintenance Staff), February 24, 1998
 - Barbara Moskaluk**, Elementary Teacher, August 31, 1998
 - 2) Retirements
 - That the resignation of **Ruth Price**, Elementary Teacher, for the purpose of retirement, effective June 30, 1998, be accepted with regret and the Board's gratuity be paid:
- C. LEAVES OF ABSENCE
 - 1) General Leaves
 - That the requests of the following staff for a Leave of Absence, effective as shown, be granted:
 - Peter P. Brent**, Secondary Teacher, April 14, 1998 to June 30, 1998
 - Ray Knarr**, Elementary Teacher, February 24, 1998
 - Gregory Rodgers**, Elementary Teacher, February 16, 1998
 - Bonnie Turner**, Elementary Teacher, January 14, 1998
 - 2) Leaves of Absence - "Four Over Five"
 - That approval be granted for the request of **Loretta Lueloff**, Secondary Teacher, for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Secondary Collective Agreement for the second semester of the 1999-2000 school year.
 - 3) Reduced Workload Leave of Absence
 - That the request of **Anna Gusenbauer**, Elementary Teacher, for a Reduced Workload Leave of Absence, 1.0 to .5, effective March 23, 1998 to August 31, 1998, be approved.
 - 4) Leave Extensions
 - That the requests of the following staff for an extension of their Leaves of Absence, effective as shown, be granted:
 - Ingrid Scott**, Head Librarian (Administrative Staff), April 13, 1998 to August 31, 1998
 - Suzanne Solnik**, Elementary Teacher, September 1, 1998 to August 31, 1999
 - 5) Return from Leave of Absence
 - That the following staff be returned from Leaves of Absence, effective as shown:
 - Natalie Botts**, Elementary Teacher, September 1, 1998
 - Anna Gusenbauer**, Elementary Teacher, March 23, 1998 (.5)
 - Janet MacLeod**, Secondary Teacher, March 30, 1998
 - Joyce Whittle**, Elementary Teacher, September 1, 1998

D. PROBATIONARY AND PERMANENT CONTRACTS**1) Probationary Staff**

That the following be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Kathi M. Kimmins, Educational and Lunchroom Assistant Staff, February 23, 1998

Jeffrey Morgan, Secondary Teacher, April 1, 1998

Maria Perri, Secondary Teacher, March 2, 1998

Alice Kaweck, Secondary Teacher, March 23, 1998 (2/6) (2/3 Sem. 2)

E. OTHER MATTERS REQUIRING BOARD ATTENTION - nil**1) Timetable Changes**

That the timetable change of **Natalie DiCosmo**, Secondary Teacher, from 2/6 to 3/6 (3/3 Sem. 2), effective March 23, 1998, be approved with salary according to the salary schedule.

* * * * *

3. Staffing Reports

- It was moved by J. Rogers: That the Full Time Equivalent Positions as of March 1, 1998 be received for information.
- It was moved by J. Bishop: That the Report on Supply Teacher Usage as of January 31, 1998 be received for information.
- It was moved by E. Johnstone: That the Temporary Assistance Report - Substitute Cleaner/Casual Assistance Usage as of March 1, 1998 be received for information.
- It was moved by J. Rogers: That the Temporary Assistance Report - 1996-1997 and 1997- 1998 Temporary Assistance Expenditures as of January 31, 1998 be received for information.

4. Elementary Student Achievement Profile (ESAP)

It was moved by J. Bishop: That the following statement in the resolution, adopted by the former City Board, be rescinded:

Seventh Report of the Program Committee - June, 1997

2. (c) That ESAP shall be used in all elementary schools to produce all grades 1-8 student progress reports by January, 1999.

5. Anaphylaxis Policy

It was moved by J. Rogers: That the Draft School Health Support Services Policy, including Procedures for Administration of Prescribed Emergency Medication, be forwarded to the Joint Advisory Committee and Special Education Advisory Committee for review.

6. Status of Transition Committees

It was moved by J. Dewar: That the Report regarding Status of Transition Committees be received for information.

7. Special Education Advisory Committee - Requested by Trustee Bishop

It was moved by J. Bishop: That the issue of Reporting Process for Special Education Advisory Committee be referred to the administration.

8. Seaton/Sheffield School Council re School Council Clusters

It was moved by J. Bishop: That the correspondence from Seaton/Sheffield School Council re School Council Clusters be received for information.

9. Ancaster Senior School Council re Design and Technology, Family Studies, Library and Guidance

It was moved by J. Bishop: That the correspondence from the Ancaster Senior School Council re Design and Technology, Family Studies, Library and Guidance be referred to the appropriate Transition Committee.

10. Petition re Kindergarten Scheduling

It was moved by J. Bishop: That the petition regarding Kindergarten Scheduling be referred to the Junior Kindergarten Transition Committee.

11. Ministry of Education and Training re Board Hosting Secondary School Reform Information and Planning Session

It was moved by E. Johnstone: That the correspondence from the Ministry of Education and Training regarding the Board hosting a Secondary School Reform Information and Planning Session be received for information.

Note: The following Recommendations are from the Education Committee In-camera session and are presented in the public report to the Board:

12. Board Referral**(a) Library Board Applicants - Town of Dundas and City of Hamilton**

i) It was moved by J. Bishop: That an Interview Committee comprising of Trustees R. Mulholland and H. Bullock be struck to interview the applicants and make recommendations for The Hamilton-Wentworth District School Board representatives on the Town of Dundas Library Board.

ii) It was moved by J. Bishop: That Archie McQueen be appointed as The Hamilton-Wentworth District School Board representative on the City of Hamilton Library Board.

Respectfully submitted

Board Room
1998 03 05

Bruce Wallace
Chair

**REPORT OF THE BUSINESS COMMITTEE
FIRST REPORT**

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Laura Peddle, Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Eleanor Johnstone, Joe Rogers and Bruce Wallace.

In attendance: Allan A. Greenleaf (Director of Education and Secretary), Don Grant (Superintendent of Business and Treasurer), Ken Bain (Interim Assistant Superintendent of Schools), Elizabeth Bond (Superintendent of Program), Krys Croxall (Superintendent of Schools), Pat Gillie (Superintendent - Administrative and Operational Services), Wayne Joudrie (Superintendent of Schools), Merv Matier (Superintendent of Transitional Services), Murray Quinn (Superintendent of Schools), Stew Thompson (Assistant Superintendent of Schools), Janice Tomlinson (Interim Assistant Superintendent of Program), Lucy Veerman (Acting Senior Financial Officer), Ken Waters (Superintendent of Schools).

Recommended Action:

Moved by _____, seconded by _____: That the Report of the Business Committee dated March 12, 1998 be adopted as distributed.

1. Delegations

(a) It was moved by W. Hicks: That the Presentation re Student Accommodation - Ramborough, including the following recommendations, be referred to the Accommodation Sub-Committee, Transitions:

i) That Ramborough be provided a new elementary school by September 1998.

ii) That a new elementary school in Waterdown be listed as the number one priority on the Capital Expenditure list for new construction.

(b) It was moved by R. Woodworth: That the Board write a letter to the provincial government pointing out the urgency of the student accommodation concerns in Ramborough and that reference be made to the Wentworth County report re Waterdown Accommodation Study Team Recommendations.

2. Board Referrals

(a) Terms of Reference

It was moved by H. Bullock: That the following Terms of Reference - Business Committee, as amended, be approved:

The Business Committee has the responsibility for advising the Board on specific aspects relating to properties and finances of The Hamilton-Wentworth District School Board, in accordance with the Education Act and the policies of the Board.

In particular, but not limited to, the Committee shall:

1. Receive and discuss briefs from any individuals, groups or delegations, followed by appropriate disposition of said briefs.
2. Review the Capital Expenditure Multi-Year Forecast, including supporting documentation, prior to Board approval and submission to the Ministry of Education and Training, as required.
3. Ensure that all existing policies are strictly adhered to as they affect the work of this committee.
4. Approve and monitor the planning and construction of new buildings and additions or alterations to existing buildings.
 - (a) Initiate and monitor the disposal of surplus properties as determined by the Board;
 - (b) Initiate and monitor the disposal and transfer of surplus equipment.
5. Monitor existing and future school needs with respect to student population and the provision of education.
6. Recommend to the Board any possible closure of Board-owned facilities.
7. Approve, monitor and review the Board's Transportation Policy and Regulations. Any amendments and revisions are to be completed and approved no later than the 15th day of April in each year.
8. Committee shall appoint a representative from its members to sit on the School Transportation Safety Committee.
9. Approve, monitor and review policies relating to the following:
 - a) the investment and borrowing of funds;
 - b) the provision of bursaries and scholarships and other awards for attainment by pupils of the schools within the jurisdiction of the Board;
 - c) the administration of all trust funds of the Board;
 - d) the supervision of the books, accounts, documents, vouchers, money, debentures, and securities of the Board, and all funds collected in or by the schools for any purpose whatsoever;
 - e) regulation of internal controls connected with the receipt and payment of money;
 - f) ensuring that proper security of the specified officials has been obtained in accordance with Section 198(2) and (3) of the Education Act;
 - g) school accommodation;
 - h) purchase, maintenance, rental, and sale of school properties and buildings;
 - i) provision for adequately insuring the buildings and equipment of the Board and for insuring the Board and its employees and volunteers who are assigned duties by the principal against claims in respect of accidents incurred by pupils while under the jurisdiction or supervision of the Board;

j) annual external auditor's report;

k) health and safety, purchasing, including tendering policies.

10. Review all items with financial implications which must be referred to the Business Committee from other committees before submission to the Board.

11. Consider any other financial matters within the jurisdiction of the Board and report to the Board at regular intervals.

(b) Alcoholic Beverages on Board Premises

It was moved by W. Hicks: That no alcoholic beverages shall be allowed on Board premises without the permission of the Board.

(c) Environmental Protection Act Order - Tapleystown School

It was moved by R. Mulholland: That the report re Environmental Protection Act Order - Tapleystown School be received for information.

3. LEIC Property Sub-Committee Recommendations

(a) It was moved by R. Woodworth: That eight portable classrooms be identified from within existing inventory and be designated for relocation as follows:

Ancaster Senior	1 portable
Flamborough Cluster	2 portables
Helen Detwiler	2 portables
Janet Lee	1 portable
Lake Avenue	1 portable
Viscount Montgomery	1 portable
	8 portables

and that the associated cost of \$90,000 for the relocation of portables be included in the stub year budget as expenditures for Capital.

(b) It was moved by H. Bullock: That the Glenwood program at Glenwood School in Ancaster be relocated to Fairview School in Hamilton effective September 1, 1999.

4. Family Claim Form Report

It was moved by R. Woodworth: That the Family Claim Form Report be received for information.

5. Comprehensive Energy and Water Reduction Program - Cash Incentive from Union Gas

It was moved by R. Mulholland: That The Hamilton-Wentworth District School Board accept the cash incentive of \$100,000 from Union Gas in support of the Comprehensive Energy and Water Reduction Program, through entering into a Memorandum of Agreement outlining the incentive.

6. Escalator Service - Scott Park Secondary School

It was moved by W. Hicks: That the report re Escalator Service - Scott Park Secondary School be received for information.

7. County Planning Report

(a) It was moved by R. Woodworth: That The Hamilton-Wentworth District School Board approve the County Planning Report dated March 4, 1998, excluding Clauses S1 to S12 (Stoney Creek) and Clause D3 (Dundas).

(b) It was moved by H. Bullock: That the administration be directed to consult with the Hamilton-Wentworth District Catholic School Board regarding the possibility of the joint planning and acquisition of an elementary school site in the Meadowlands.

(c) It was moved by W. Hicks: That Clauses S1 to S12 (Stoney Creek) in the County Planning Report dated March 4, 1998 be approved.

(d) It was moved by W. Hicks: That Clause D3 (Dundas) in the County Planning Report dated March 4, 1998 be approved.

8. School Trips

It was moved by H. Bullock: That the following trip requests be approved:

- a) Grades 8 to 12 - Adelaide Hoodless, Hillcrest, Lake Avenue, R. A. Riddell, Ryerson, Tweedsmuir; Hill Park, Sir John A. Macdonald, Sir Winston Churchill, Westdale Schools - Trip to underground railroad, Windsor from May 13 to 14, 1998, inclusive;
- b) Grades 4 to 5 - George R. Allan School - Computer Trip - Madison Heights, Michigan on March 21, 1998;
- c) Grade 8 - Ryerson School - Camping Trip - Camp Mini Yo We from May 26 to 29, 1998 inclusive;
- d) Grade 7 - Viscount Montgomery School - History Trip - Ottawa from June 23 to 25, 1998 inclusive;
- e) Grades 8 to 13 - Glendale Secondary School - Music Performance - Darien Lake on June 5, 1998;
- f) Grades 9 to O.A.C. - Sir Winston Churchill Secondary School - Stratford Festival - Stratford on May 20, 1998;
- g) Grades 9 to O.A.C. - Sir Winston Churchill Secondary School - Cultural/History Trip - Washington, U.S.A. from May 20 to 23, 1998 inclusive.

9. Logo Contest Evaluation Team Decision

It was moved by W. Hicks: That the Logo Contest Evaluation Team be requested to shortlist 5 logo designs and that the submitters be invited to provide a short presentation regarding the history and background of their logo design at a Caucus called by the Chair of the Board.

10. Toni Skarica, MPP - Wentworth North re Head Lice

It was moved by R. Mulholland: That the correspondence from Toni Skarica, MPP - Wentworth North re Head Lice be received for information.

11. Bruce Thomson re Homeschool Request for School Use

It was moved by H. Bullock: That the request from the Grindstone Creek Christian Home Educators to access public school facilities during school hours to enhance their homeschool programs be denied.

12. Girl Guides of Canada - "Aggie 99"

It was moved by H. Bullock: That the request from the Girl Guides of Canada to use the facilities at Saltfleet High School for their "Aggie 99" event during the weekend of April 23 thru April 25, 1999 be endorsed and that administration be authorized to negotiate a rental agreement with the Girl Guides of Canada.

Respectfully submitted

Board Room
1998 03 12

L. ORBAN
Chair

11
REPORT OF THE SALARY COMMITTEE
1998 03 12

Recommended Action:

Moved by W. HICKS, seconded by _____ that the Terms of Reference - Salary Committee be approved as follows:

TERMS OF REFERENCE - SALARY COMMITTEE

It shall be the responsibility of the Salary Committee to:

1. Conduct negotiations with appropriately designated employee groups.
2.
 - (a) Report to the Board on progress in negotiations.
 - (b) Submit all agreements reached between the employee groups and the Salary Committee to the Board for ratification.
3. Review and make recommendations to the Board about matters arising from employment legislation.
4. Recommend to the Board outside assistance for negotiations and the person or persons to be used.
5. The Board position shall provide clearly-stated objectives to be achieved during the negotiations for the guidance of the Salary Committee.
6. Meet with the Director and/or appropriate administrative staff when deemed appropriate, during any set of negotiations, in order to maintain close liaison with the administration.
7. Maintain close liaison with the Ontario Public School Boards' Association so that committee members may be fully informed about new developments in negotiations across the province.
8. Consider matters referred by the Board, by other Standing Committees, or by the administration which may be related to, but not necessarily specified in, employee group collective agreements.
9. Review and recommend salary and benefit adjustments for all non-union administrative employees.
10. Review and make annual recommendations to the Board with respect to the salary policy determination for non-union administrative employees.

REPORT OF THE SPECIAL EDUCATION ADVISORY COMMITTEE**FEBRUARY 24, 1998****Recommended Action:**

Moved by _____, seconded by _____: That the Report of the Special Education Advisory Committee dated February 24, 1998 be adopted as follows:

1. Appointment to the Special Education Advisory Committee

It was moved by T. Parker:

(a) That Dave Stupple be appointed the representative of VOICE - For Hearing Impaired Children on the Special Education Advisory Committee.

(b) That Kathi Jackson be appointed the alternate representative of the Wentworth County Home and School Associations on the Special Education Advisory Committee.

2. Services for Blind Students

Whereas, it has been drawn to SEAC's attention that there has recently been difficulty accessing Ministry of Education and Training funding to provide alternative educational programs for blind students,

(a) It was moved by J. Bishop: That the Special Education Advisory Committee request the Board to relay concerns regarding funding for alternative educational programs for blind students to the Ministry of Education and Training.

(b) It was moved by T. Parker: That the Chair of Special Education Advisory Committee send a letter to the Ministry of Education and Training relaying concerns regarding funding for alternative educational programs for blind students.

DEFEATED MOTION:**1. Appointment to SEAC**

It was moved by T. Parker: That Brenda Stricker be appointed as an individual member of the Special Education Advisory Committee in accordance with the Ontario Regulation 464/97.

#12-1



for hearing impaired children

124 Eglinton Ave. West
Suite 230
Toronto, Ontario
M4R 2G8
Tel: 416-487-7719
Fax: 416-487-7423
E-mail: voice@web.net
www.web.net/~voice

January 29, 1998

Mr. Alan Greenleaf, Director/Secretary
Hamilton-Wentworth District Board of Education
Box 2558, 100 Main Street West
Hamilton, ON
L8N 3L1

Dear Mr. Greenleaf:

In accordance with Section 206 (2) of the current Education Act, it is my pleasure, as Provincial Executive Director for VOICE for Hearing Impaired Children, to nominate Dave Stupple for SEAC membership with your school board's SEAC. VOICE is a Provincial parent organization that is eligible for SEAC membership, as defined in Section 206 (1). Mr. Stupple has served as a SEAC representative in the past, and he is a member in good standing of VOICE.

Dave Stupple
9 Louisa Street
Freelton, ON
L0R 1K0
Res: 905-659-7547
Fax: 905-659-1196

Sincerely,

Richard Solomon
Executive Director

Cc: Dave Stupple
Deborah Zelic, Halton/Hamilton/Niagara Chapter Chair



12-2

Wentworth County Council of Home and School Associations

February 25, 1998

Mr. Allan Greenleaf
Director & Secretary
The Hamilton - Wentworth District School Board
100 Main Street West
Hamilton, ON
L8N 3L1

Dear Mr. Greenleaf

The Hamilton and Wentworth Councils of Home and School Associations would like to nominate Kathi Jackson as an alternate representative from Home and School to the Special Education Advisory Committee for the Hamilton - Wentworth District School Board

Kathi has been the Wentworth Council SEAC representative for the past several years and is pleased to continue as an alternate and will work with the Hamilton Council representative Linda Burns. They understand that, should they both be present at a meeting, there will be only one vote from Home and School. Any information may be forwarded to Kathi Jackson at 599 Tuscarora Drive, Ancaster, Ontario, L9G 3N9, FAX 521-2354, telephone 905-304-7878

Thank you

Sincerely

Sandy Mattis

Please address any inquiries to either of the following

Council President: **Sandy Mattis** - 16 Pimlico Drive, Dundas, ON L9H 6J5, 1-905-627-9095
Vice President: **Laurie Legein** - 40 Cottingham Crescent, Ancaster, ON L9C 3V6, 1-905-648-0962

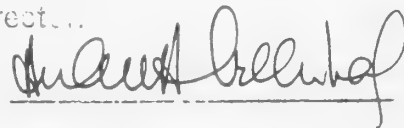
#14

The Hamilton-Wentworth District School Board

Memorandum

Approved for distribution
by the Director:

Signature:



Date:

1998.03.24

To: Allan A. Greenleaf
Director of Education

From: Don Grant, Superintendent of Business and Treasurer
Lucy Veerman, Acting Senior Financial Officer

Subject: Preliminary 1997 Financial Results

Recommended Action:

Moved by: _____

That The Hamilton-Wentworth District School Board approve the transfer to working reserves of any monies not required to finance actual 1997 expenditures of the former City and County Boards.

Rationale:

Staff have been working during the March break and the past weekend to finalize information pertaining to the 1997 financial year. Preliminary results indicate that the combined impact of the 1997 financial statements for the former City and County boards will produce a surplus for The Hamilton-Wentworth District School Board.

However, it should be noted that the combined 1997 approved budgets of the former boards provided for approximately 9.9 million dollars to be withdrawn from reserves and reserve funds. The effect of the foregoing recommended action would be to reinstate a portion of these working reserves.

Board consideration of this issue is requested on March 26, 1998 since the 1997 financial statements must be filed with the Ministry of Education and Training by March 31, 1998.

DG/GdeJ
1998-03-24

15

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

P.O. Box 2558
100 Main Street West
Hamilton, Ontario L8N 3L1
Telephone (905) 527-5092
Fax (905) 521-2539

Satellite Office:
357 Wilson Street East
Ancaster, Ontario L9G 4B7
Telephone (905) 523-8621
Fax (905) 648-5583

To: Trustees
From: The Director of Education
Re: Superintendent of Operations Position

Trustees will be aware of the Board's recent decision not to fill the Superintendent of Operations position as follows:
That the position of Superintendent of Operations not be filled at this time and that the posting be referred to the Director for review, consultation, and recommendation in a report back to the Board at the March 26, 1998 meeting.

In view of the unsettling news emanating from documents leaked about the education funding formula expected to take effect for September of 1998, it seems prudent to delay any decision about this issue, pending the release of the Ministry funding model and analysis of its impact on the Board's budget.

Although there is no confirmation of the validity of the leaked document, the School Board Administration and Governance Grant information attached suggests that there will be a 28% decrease from current spending on trustees, senior staff, and central administrative positions. It is particularly noteworthy that school board spending on governance and administration will be held to approximately 3.4% of the total budget allocation.

At this point, there are four options available for the Board to consider, namely:

- (a) re-posting the position provincially to encourage external competition,
- (b) instituting the full Integrated Managers' Model with all Managers reporting to and through the Superintendent of Business,
- (c) re-aligning the senior administration to designate one of the existing positions for the Superintendent of Operations portfolio,
- (d) re-directing the responsibilities currently assigned to the Superintendent of Operations position to the Director's office.

In my opinion, Option (a) would certainly be preferable, but would require approximately 30-70 days to complete, thereby leaving a crucial function unattended from a supervisory perspective. Option (b) is feasible and reflects an earlier submission by the existing Managers group in the City Board. Some awkwardness may exist about this possibility regarding the increased workload being expected of the Superintendent of Business just at the time we are attempting to rationalize the Board's business functions.

Option (c) could be accomplished with the co-operation of one of the present superintendents for a two-to-three year term, given the understanding that the individual would return to another superintendency at the conclusion of that period. Attaching the Operations responsibilities to the Director's office, as outlined in Option (d), would be very similar to the situation which existed in the County during the past 1 1/2 years, an approach which assisted in sorting out the departmental difficulties that had previously existed. Certainly, in the interim, the Director should be expected to co-ordinate and supervise the activities of the four remaining Managers, with the assistance of Executive Council.

Obviously, any of the routes suggested above will not be easily accomplished at this point. However, the scope of the Operations portfolio clearly requires a rapid resolution to the dilemma facing the Board. Prior to any recommendation being put before you, it will be crucial to have the full funding information at your disposal, so that the decision reached will reflect the resources available in the future. I shall be pleased to place a specific recommendation before you once the funding situation is clarified.

Mar. 24/98
/mlr
Attach.

#15-1

Fact Sheet Renseignements

Ministry of Education
and TrainingMinistère de l'Éducation
et de la Formation

School Board Administration and Governance Grant

The Ontario government is directing school boards to reduce the amount they spend on their own administration.

This new grant will fund the governing of school boards, such as the honoraria provided to trustees, and the administrative costs of operating school board offices and central facilities.

This grant is a more direct way of funding school boards for these expenses and allows parents and taxpayers to see more easily how much their local board spends on administration and governance.

School boards currently fund administration by using a portion of the per pupil grants they receive from the Ontario government. In 1997, school board administration and governance expenditures were \$599-million, about 4.7 per cent of their total spending.

The Ontario government will reduce and cap spending on board administration. The School Board Administration & Governance Grant will reduce school board spending on governance and administration to about 3.4 per cent of their total spending. The grant will provide \$431-million, a decrease of \$168-million or 28 per cent from current spending.

The grant will have three components:

trustees

Honoraria and modest claims for travel and out-of-pocket expenses

directors and senior staff

Salaries, benefits, travel costs, and other expenses of school board directors, supervisory staff (people above the rank of principal who supervise teachers), and their support staff

central administration

Salaries, benefits, and other expenses of all other administrative support staff; cost of operating the school board office

- 30 -

March 25, 1998

APPENDIX A

[to be completed by the DDSB only]

Resolution

Upon motion duly made, seconded, and carried, be it resolved that:

- (i) the Hamilton-Wentworth District School Board (DSB#21) approves the proposed transfer of employees as set out in the Joint Request made by the Hamilton-Wentworth District School Board and the Le Conseil scolaire de district Centre-Sud-Quest on August 31, 1998 at the latest; and
- (ii) the proposed transfer of employees will not unduly impair the ability of the Hamilton-Wentworth District School Board (DSB#21) to exercise its powers, carry out its duties, and conduct its day-to-day operations.

Dated this 27th day of March, 1998.

Moved by _____, seconded by _____ that The Hamilton-Wentworth District School Board adopt the above resolution.
--

#18

Hamilton District Society for Disabled Children

Box 2000, Station "A"

Hamilton, Ontario L8N 3Z5 Telephone: (416) 385-5391

March 10, 1998

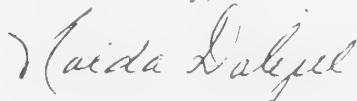
Mr. Allan A. Greenleaf
Director of Education
The Hamilton-Wentworth District School Board
P.O. Box 2558
100 Main Street West
Hamilton, Ontario L8N 3L1

Dear Mr. Greenleaf:

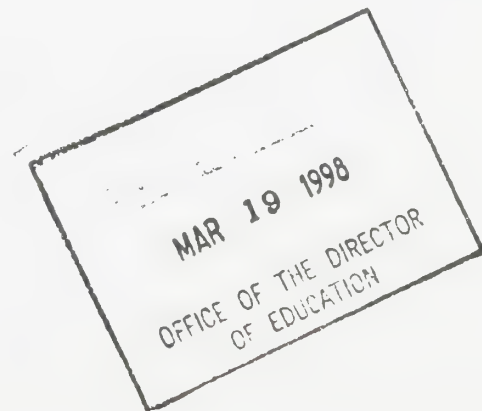
I have been informed that organizational representatives on SEAC require an alternate. The alternate for the Hamilton District Society for Disabled Children will be Mark Matson, 648-4422.

Thank you.

Yours sincerely,



Nalda J. Dalziel
Administrative Co-ordinator



Moved by _____, seconded by _____ that Mark Matson be appointed to the Special Education Advisory Committee as the alternate representative for the Hamilton District Society for Disabled Children.

#19

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

P.O. Box 2558, 100 Main Street West, Hamilton, Ontario L8N 3L1

Telephone (905) 527-5092

Fax (905) 521-2539

M E M O R A N D U M

TO: Trustees
FROM: The Director of Education
RE: School Trips

Recommended Action:

It was moved by _____, seconded by _____ that the following trip requests be approved:

- a) Grade 6 - G. L. Armstrong School - Camping Trip, Camp Wanakita from May 19 to 22, 1998 inclusive;
- b) Grade 8 - G. L. Armstrong School - History Trip, Ottawa from May 20 to 22, 1998 inclusive;
- c) Grade 7 - G. L. Armstrong School - History Trip, Midland from June 11 to 12, 1998 inclusive;
- d) Grades 10 to OAC - Sir Allan MacNab School - Junior Band Performance, Chatham from April 23 to 25, 1998 inclusive;
- e) Grades 11 to OAC - Westdale School - Drama Festival, Chatham from March 31 to April 3, 1998 inclusive;
- f) Grades 9 to OAC - Westmount School - Mehock Relays, Mansfield, Ohio, U.S.A. from April 16 to 18, 1998 inclusive;
- g) Grades 9 to OAC - Westmount School - Music Festival, Chicago, U.S.A. from April 22 to 26, 1998 inclusive.

Rationale:

As per policy.

Please note that the request forms were received too late for inclusion with the Business Committee agenda.

March 24/98

/rt

C O R R E S P O N D E N C E

REGULAR BOARD
1998 03 26

Thank you for the donation
to our Church Organ Fund
in memory of Donald Hewitt
It was greatly appreciated

Freda Hewitt

#23

Dear Friends

A friendly smile,
a casual touch,

These are the things
that mean so much.

To know you are with us
in our time of sorrow,

Sharing our prayers,
today and tomorrow,

God gives us comfort
in the form of good friends,

May His peace be with you,
His love never ends.

With love

Freda and Family

February 25, 1998.

Dear Mr. Greenleaf:

My family joins me in expressing
our gratitude to the Hamilton
Wentworth Board of Education for
the contribution made to the
Endowment Fund in my husband,

Alwyn's name at the Royal
Botanical Gardens.

We very much appreciate
your generous gesture.

Sincerely,

Barbara Wilson

#24

ONTARIO FEDERATION OF HOME & SCHOOL ASSOCIATIONS

REGION C

157 Haddon Ave. North
Hamilton, Ontario
L8S 4A7

March 15, 1998

**Mr. A. Greenleaf,
Director and Secretary of the Board
Hamilton Wentworth District School Board
100 Main St. West
Hamilton, Ontario**

Dear Mr. Greenleaf,

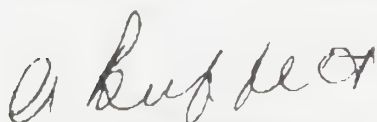
On behalf of the Hamilton Council of Home & School Associations, the Wentworth Council of Home & School Associations, and Region C of Ontario Federation of Home & School Associations, Inc., I am writing to thank you and your colleagues for the encouragement, support and participation you gave to us at our Information Night on Monday, March 2nd.

We were extremely appreciative of the enthusiasm and energy that each of the participants gave to the evening. The quality of the presentations by everyone was excellent, and we felt that we had accomplished our intent.

As you may be aware, an unsophisticated survey was made of those in the audience and this is attached for your information.

As a group we have sent a donation to the Parent Conference in appreciation of our thanks to all of you.

Our thanks, again, to all who participated in our event, including the principals of Norwood Park, Dundas District, Ridgemount and Delta, the staff at the Board office and trustees.



**Allison Buffett
Region C**



**Sandy Mattis
Wentworth Council**



**Laura Newkirk
Hamilton Council**

#24-1

SUMMARY OF MARCH 2ND MEETING

IN ATTENDANCE: 109 people BALLOTS COMPLETED BY: 61 people

SUBJECT AREA	Priority # 1*	Priority # 1,2, or 3
Junior Kindergarten	14	31
Family Studies	11	32
Design & Technology	12	38
French Immersion	11	18
Special Education	24	44
Vocational Education	3	20

* some voters gave a # 1 priority to more than one subject

From these figures one can see that Special Education was most important to the majority of those who completed the form.

Comments were:

- i..... remember - bare bones budget - address the needs not the wants
- ii..... disagree with setting these programs against each other. I support all of them
- iii..... our time would have been better spent asking questions rather than listening to long FI, JK and DT presentations. You are speaking to the converted. This is a difficult choice to make. Obviously my priorities will reflect the needs of my children, now and in the future. Thus for my children gr.3 & gr.7 jk is not an issue, but it is a necessary program for many families. JK is an elementary school issue. FS & DT are middle school and secondary issues. How can they be traded off against each other? We are talking about programs that meet the needs of a diverse group of children (differentiated by age and abilities). We need to ensure that the opportunities offered by each school are the same (ie dt/fs in some schools but not in others).
- iv..... all of these programs are important but important at different times of our lives. I cannot rank them fairly. We have to find a way to save all of these programs and not waste our time fighting among ourselves which ones are the most important. They are here because we need each one equally.
- v..... JK in compensatory schools
- vi..... these two subjects should be hand in hand and are extremely important for some children's self esteem.
- vii..... a detailed standardized curriculum in kindergarten would give the children a head start to downloading of curriculum to the early grades. Full day kindergarten should be considered as well.
- viii... JK not necessarily with a certified teacher

Other interesting facts:

14/61 completed ballots were done by parents with a Home & School assoc. in their school.

17 different Home & School associations were represented.

A.M. Cunningham had the most members at this meeting (9).

9/61 asked for more information about Home & School.

compiled by A. Buffett 16/3/98



ONTARIO SCHOOL LIBRARY ASSOCIATION

#25

RECEIVED FEB 18 1998

February 2, 1998

Elizabeth Jazvac, Principal
Westmount Secondary School
39 Montcalm Drive
Hamilton, ON
L9C 4B1



Dear Ms. Jazvac;

Ron Crawford, teacher-librarian at Westmount Secondary School, was recently nominated for the **Ontario School Library Association's 1998 Award of Excellence**, which honours a teacher-librarian who has demonstrated leadership in the implementation of a school library information centre programme, project or activity.

Ron was nominated for his work with information skills, curriculum delivery and resource development.

Although he was not the choice of this year's Awards Committee, we wish to acknowledge his accomplishments for your board and his profession.

Please share the information about his nomination with your board administration.

We wish him continued success with his programmes.

Yours sincerely

Reg Deneau
OSLA President '97

#26

57 Beaucourt Road
Hamilton, ON
L8S 2R2

Mr. Allan Greenspan
Director and Secretary of the Board
c/o Hamilton-Wentworth Public School Board
100 Main Street W
Hamilton, ON

Dear Mr. Greenspan

My name is Chad Isnor and I am a third-year Political Science student at McMaster University. I am currently working on a term project that involves surveying Ontario public sector workers on their opinions about government restructuring. I have compiled a survey that I would like to administer to approximately 200 teachers in Hamilton-Wentworth Region over the next few weeks.

I am writing to seek your permission to apply my survey to the staff of schools in your Board. Pending on approval from the Board, I will randomly select approximately ten schools in Hamilton, Stoney Creek, and Dundas to survey. If I receive Board approval, I will contact each school and confirm with each school administrator: their participation, and the best time and method to apply the survey. I do not want to take class time, but would rather that teachers take five to ten minutes outside their class time to answer. Participation in this survey would be strictly voluntary, by each school administrator, and by individual teachers. The survey can be applied anytime, and can be collected by me, or a member of the school staff and returned to me, at my expense, by courier.

Enclosed, please find a copy of the survey form. The survey can be filled out in about five to ten minutes. It is an anonymous survey that I will use for my personal research only. I am not collecting for this information for, nor will this information be shared with, any interest groups or political parties.

I would be appreciative of an opportunity to include the opinions of your staff as part of my research. I look forward to hearing from your office. If there are any questions or concerns about the project, please do not hesitate to contact me at: (905) 512-8167, or by E-mail at: isnorca@mcmaster.ca

Thank you for your time and attention.

Sincerely



Chad Isnor

#26-1

YOU ARE NOT REQUIRED TO PLACE YOUR NAME ON THIS SURVEY. ALL RESPONSES WILL BE KEPT COMPLETELY CONFIDENTIAL. INFORMATION WILL BE USED TO DETERMINE GENERAL TRENDS AND WILL NOT BE USED FOR ANY OTHER PURPOSE. THIS INFORMATION WILL NOT BE SHARED WITH CO-WORKERS, YOUR EMPLOYER OR ANY POLITICAL PARTIES.

1)Sex

Female

Male

2)Age (please specify)

3)Occupation: Educational (please specify title or position)

4)Approximate Annual Income

\$0- 14 999

\$15 000-24 999

\$25 000-34 999

\$35 000-44 999

\$45 000-54 999

\$55 000-64 999

\$65 000-74 999

\$75 000-84 999

\$85 000-94 999

\$95 000+

5)a)Do you have children of school age?

Yes(please specify number and age(s))

No

5)b)If YES, are these children enrolled in public or separate school?

Public

Separate

Other (Private)

6) Are you a member (paid annual membership fees) to registered provincial political party?

Yes (please specify)

No

Liberal

New Democratic

Progressive Conservative

#26-2

6)b) If you are NOT a member of a registered provincial political party, would you say that you tend to support a particular provincial political party?

Yes (please specify)

No

Liberal

New Democratic

Progressive Conservative

7) What is the highest level of education that you have attained?

Undergraduate university degree (please specify program(s))

Professional Degree (please specify program)

Some graduate university (please specify program)

Master's Degree (please specify program)

Ph.D

8) Did you begin your career in Ontario?

Yes (in Ontario)

No (elsewhere--please specify)

9) Do you believe that the priority of government should be the restructuring of economic and social programs?

Yes

No

No opinion

10) If yes, what in your opinion should be the main priority of government restructuring?

Deficit/Debt Reduction

International or interprovincial trade, tourism

Education

Health Care

Job creation

Municipal Reform (amalgamation, transfer of services)

Public works

Tax reduction (personal, corporate)

None of the Above

Other (please specify)

11) Have you read Bill 160 -- "Ontario Education Quality Improvement Act"?

Yes (in its entirety)

Yes (some sections)

No (not at all)

#26-3

12) Do you support changes to education as passed by the current government (Bill 160)?
(Please circle the response that best describes your opinion)

Yes
strongly
support

Yes
somewhat
support

No Opinion

No
somewhat
oppose

No
strongly
oppose

13) Do you support changes to municipal government as proposed/passed by the current government (amalgamation or new responsibilities for municipalities)?

Yes
strongly
support

Yes
somewhat
support

No Opinion

No
somewhat
oppose

No
strongly
oppose

14) Do you believe that these changes will be beneficial?

Yes
strongly
support

Yes
somewhat
support

No Opinion

No
somewhat
oppose

No
strongly
oppose

15) Do you support political demonstrations (information pickets, strikes) as a method to protest government policy?

Yes
strongly
support

Yes
somewhat
support

No Opinion

No
somewhat
oppose

No
strongly
oppose

16) Have you ever participated in a political demonstration (as described above)?

Yes

No

N/A

17) Are you a member (paid annual dues) of an organized labour union?

Yes

No

N/A

18) Did you vote for the Ontario Progressive Conservative party in the last provincial election?

Yes

No

N/A

19) Will you vote for the Ontario Progressive Conservative Party in the next provincial election?

Definitely
Yes

Most likely
Yes

Undecided/Not Sure

Most likely
No

Definitely
No

THANK YOU VERY MUCH FOR YOUR TIME AND PARTICIPATION!

27

March 3, 1998

Mr. Allan Greenleaf, Director and Secretary
The Hamilton-Wentworth District School Board
100 Main St. West
Hamilton, Ontario
L8N 3L1

Dear Mr. Greenleaf and Trustees,

At a recent meeting of the Wentworth Kindergarten Association we discussed the issue of all day alternate day kindergarten. The members of our association overwhelmingly agree that half-day kindergarten is much more beneficial for our kindergarten children than the alternate day kindergarten now in place. We realize that the reason for this change was to save money, but we feel it is short term gain.

The youngest members of our classes are experiencing difficulties, primarily due to the lack of the routine and repetition that comes with being away from school for four consecutive days. If new concepts are taught on a Thursday or a Friday these concepts are often lost by the time they come to school again. Many children are very confused and dislike school because of the alternate day programme. Young children need routine and consistency.

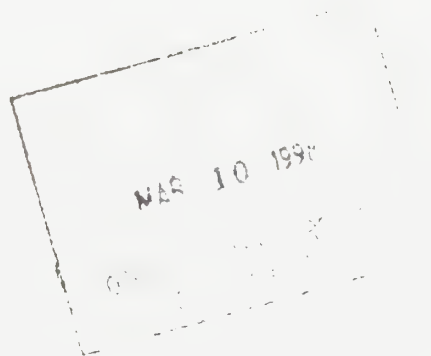
We realize that this programme will be discussed due to our amalgamation with the Hamilton Board that does provide half-day kindergarten programmes. We ask you to consider returning the schools in the former Wentworth County to half-day programmes.

As well, the teachers in the schools that experienced Junior Kindergarten all recommend the programme highly. They felt the children benefited immensely from the JK programme and would like to see it extended to the whole of the new District School Board. The research regarding JK also strongly supports its value.

Yours educationally,



Betty Kerman
Donna Paterson
Wentworth Kindergarten Association





Ontario

LEGISLATIVE ASSEMBLY

28

TONI SKARICA, M.P.P.

Wentworth North

February 26, 1998

Hon. Dave Johnson
Minister of Education and Training
22nd Floor, Mowat Block
Toronto, Ontario
M7A 1L2

Dear Minister

Enclosed please find a copy of a letter I recently received from my constituents, Pat and Wayne Couch, regarding the availability of Junior Kindergarten programs within the Hamilton-Wentworth District School Board.

I would appreciate your comments and/or suggestions on the matters raised by Mr. & Mrs. Couch so that I, in turn, can respond more appropriately to their letter.

Any assistance you can provide in this matter would be greatly appreciated.

Sincerely

Toni Skarica

encl.

cc: Allan Greenleaf, Director of Education
Hamilton-Wentworth District School Board

Queen's Park Office:
Room 157
Main Legislative Building
Queen's Park, Toronto
Ontario M7A 1A8
Tel. (416) 325-6178
Fax (416) 325-6428

Constituency Office
89 King St. W.
Suite 102
Dundas, Ontario
L9H 1V1
Tel. (905) 628-6558
Fax (905) 628-6322

28-1

46 Royaledge Way
Waterdown, Ontario
L0R 2H5

February 21, 1998

Mr. Toni Skarica, MPP
104-89 King St. W
Dundas, Ontario
L9H 1V1

Dear Mr. Skarica,

Re: Junior Kindergarten

In a recent edition of The Flamborough Review, the The Hamilton - Wentworth District School Board placed an advertisement for registration for Junior Kindergarten, Senior Kindergarten and French Immersion for September 1998. Registration is for the City of Hamilton only. Children from the Flamborough area are only eligible for a waiting list after the immediate communities needs are filled first.

Upon further inquiry at the telephone number listed in the advertisement, it was also pointed out that even if children from other areas did get into a Jr Kindergarten program somewhere in Hamilton, parents had to provide transportation to and from the school. Please explain how two working parents are supposed to be able to do this? Even if transportation is provided I definitely do not want my four year old being bused large distances to school.

As education is now a Provincial responsibility funded through Provincial taxes, **all children in all communities** are entitled to **equal treatment**. Therefore, Junior Kindergarten should be available to all tax payers or none. Please explain why the Provincial Government did not address this issue prior to the January 1, 1998 implementation of changes to funding responsibilities between the Province and the Municipalities. In addition, please explain when the Provincial Government, the School Trustees or both are going to make a decision on this issue.

Your immediate attention to this matter is appreciated. Please address your response to

Pat and Wayne Couch
46 Royaledge Way
Waterdown, Ontario
L0R 2H5

Yours truly,

Pat Couch

29

Ottawa - Carleton District School Board

133 Greenbank Road • Nepean • Ontario • K2H 6L3 • (613) 721-1820 • FAX (613) 721-9727

6 March 1998

The Honorable David Johnson
Minister of Education and Training
Mowat Block, Queen's Park
Toronto, Ontario
M7A 1L2

Dear Mr. Johnson:

This is to inform you that the Ottawa-Carleton District School Board, at its meeting of 23 February 1998, passed the following motion:

That the Board write to the Minister of Education and Training (with copies to the School Councils and Principals in the OCDSB, to the English and French Public and Catholic Boards in Ontario and to OPSBA) to strongly express its support for full funding of Junior Kindergarten in the 1998-99 school year.

In view of the fact that the Board has not received funding levels, the Board also approved a motion to delay registration for the JK program until funding information is received.

Junior Kindergarten is a program for which there exists a large body of evidence in support of its pedagogical value. Will the new funding model adequately address the needs of our youngest students for a high-quality junior kindergarten program? In light of Premier Harris's remarks in Niagara-on-the-Lake on Thursday, in which he indicated that junior kindergarten would be supported for boards that have JK programs in place, what provincial support will be provided for a board such as ours, where one predecessor board had a JK program that has continued through this school year, while the other predecessor board reluctantly discontinued the program in 1996 because of insufficient funding? I trust that we can expect the new funding formula to allow us to provide junior kindergarten across our entire jurisdiction in keeping with your government's commitment to province-wide equity in education.

Your immediate attention to this matter would be appreciated.

Sincerely,



Lynn Scott
Chair of the Board

MAR 19 1998
OFFICE OF THE DIRECTOR
OF EDUCATION

cc School Councils and Principals
English and French Public and Catholic Boards in Ontario
Ontario Public School Board's Association

#30

March 8, 1998

To:

Mr. Alan Greenleaf, Director and Secretary
and Trustees

The Hamilton-Wentworth District School Board

100 Main St. West

Hamilton, Ont.

L8N 3L1

MAR 19 1998
OFFICE OF THE DIRECTOR
OF EDUCATION

From:

Pleasant Valley School Council

Dundas, Ont.

Dear Mr. Greenleaf and Trustees,

This is to advise you that our school council, at its Feb. 25 meeting, adopted a resolution supporting the return to every-day, half-day kindergarten in our school.

We took this position after consulting with our school community.

Pleasant Valley is a Dundas school in a suburban environment that had its kindergarten programming changed when the Wentworth County Board of Education adopted the full-day, alternate-day program because of concerns about the cost of rural busing.

We ask that you take this position into account in your deliberations on the future of the kindergarten program and act on our request to revert to the traditional schedule at Pleasant Valley.

Sincerely,



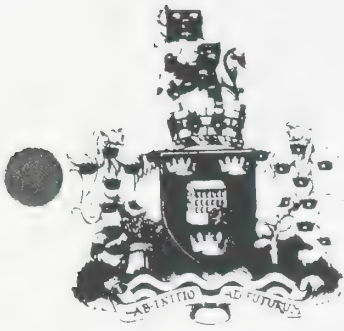
Phil Clay

Chair, Pleasant Valley School Council

cc Heather Bullock, Trustee,

Merv Matier, Superintendent of Transitional Services

#31



TOWN OF ANCASTER

300 Wilson Street East, Ancaster, Ontario L9G 2B9, General Inquiry (905) 648-4475, Fax (905) 648-3557

From the Office of The Mayor

Hamilton-Wentworth District School Board
100 Main St. W., Box 558
Hamilton, Ontario L8N 3L1

7 March 1998

Attn: Mr. R. Mulholland Chairperson

Re: 1998 Ancaster Community Food Drive

On Saturday, February 14, 1998 the Town of Ancaster demonstrated in a very special way, the essence of community with an outpouring of generosity, through the Ancaster Community Food Drive.

It is most gratifying to witness the enthusiasm, support and sense of caring that the Ancaster Food Drive has generated by so many people in our community.

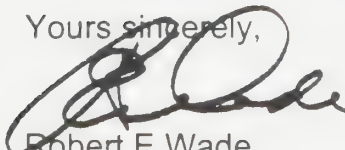
The success of this event has required considerable effort in planning and co-ordinating and the support of many volunteers and local businesses. A total of 43,000 lbs. of non-perishable food was collected and donated to eight Food Bank Agencies which assist needy families throughout the Hamilton-Wentworth Region.

On behalf of the Town of Ancaster we extend to Hamilton-Wentworth District School Board

our sincere appreciation of your support, participation and promotion of the 1998 Ancaster Community Food Drive.

Best wishes for continued health and prosperity.

Yours sincerely,



Robert E Wade
Mayor



#32

DEPARTMENT OF PUBLIC WORKS AND TRAFFIC



City of
HAMILTON

71 Main Street West, Hamilton, Ontario. L8P 4Y5
Tel. (905) 546-4334 / Fax (905) 546-3972
Our File No. 98.2047.00

1998 March 2

Mr. A. Greenleaf, Director of Education
Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, Ontario
L8P 1H6



Dear Mr. Greenleaf:

RE: Task Force to Consider Dogs in Parks Leash Free

The Department of Public Works and Traffic, Parks Division has been directed by City Council to establish a task force to consider dogs in parks, leash free and to investigate site criteria, environmental impacts, operational rules and regulations, methods of capital cost recovery and public outreach for the possible implementation of a trial program.

The task force is to be comprised of one elected official, five citizens at large and representatives from affected agencies.

At this time we ask the Hamilton-Wentworth District School Board to appoint a representative to this task force.

The task force will be established early in March 1998 with an orientation meeting to be scheduled shortly thereafter.

Over the next few months the task force will meet to discuss the pros and cons of such a program in the City of Hamilton and will refer recommendations to the Parks and Recreation Committee prior to the summer season.

#32-1

-2-

Please respond with your organization's representative's name prior to 1998 March 4. The Parks and Recreation Committee report is enclosed for your information.

Should you have any questions regarding this matter, please telephone me.

Yours truly,

A handwritten signature in dark ink, appearing to be 'R. W. Chrystian', with a long horizontal flourish extending to the right.

Mr. R. W. Chrystian,
Manager of Parks

PSU:bg
Encl.

CITY OF HAMILTON
- RECOMMENDATION -

DATE: 1998 January 14

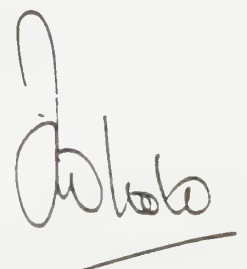
REPORT TO: Mr. Kevin C. Christenson, Secretary
Parks and Recreation Committee

FROM: Mr. D. Lobo, Commissioner
Department of Public Works & Traffic

SUBJECT: A Proposed Task Force To Consider
Dogs in Parks, Leash Free

RECOMMENDATION:

- a) That for the purposes of determining the merits of leash free areas in the City of Hamilton, a task force be established and be comprised of two elected officials, a representative from the Hamilton Academy of Veterinary Medicine, Hamilton Society for Prevention of Cruelty to Animals, the Hamilton Sports Council and five citizens at large, and;
- b) That the City Clerk be authorized to advertise for the private sector citizen positions in order that interviews may be completed and a task force committee established, and;
- c) That the appointed elected officials together with the Manager of Parks be responsible for interviews and selection of citizen members, and;
- d) That the task force investigate criteria for site selection, environmental impacts, operational rules and regulations, methods for capital cost recovery and public outreach, and;
- e) That the findings of the task force referred to in recommendation (d) be submitted to Committee for consideration prior to the summer season.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

From a financial perspective, following the recommended process it is anticipated that sites will be identified for a trial period thus requiring modifications such as temporary fencing and signage. Costs will be reported to Committee once sites have been selected. Any permanent capital upgrades together with cost recovery opportunities will be brought to Committee for consideration prior to any work commencing.

No additional staffing is required.

From a legal perspective a short-term exemption from the Park By-law 95-126 as amended would be required. If any sites are deemed suitable for long-term use, an amendment to the Park By-law will be required. Any matters of a legal nature will be referred to the Law Department.

BACKGROUND:

This report has been prepared partially in response to our receipt of a petition from a group of dog owners who frequent Gage Park requesting staff consider designating a leash-free zone and also in recognition of the degree of non-compliance with existing park regulations.

At present, under Park By-law 95-126 as amended, dogs are allowed in all City parks and open space lands while on a leash. However, it is apparent from observation and the number of concerns from park users that dogs off leash are a major concern requiring citizen based solutions. Over the 1997 summer season, a program involving by-law enforcement officers was implemented to deal with "dogs at large" on City-owned properties. Although fines are in place for non-compliance the direction followed by enforcement officers was to educate the public regarding the by-laws through conversation and literature.

In 1997, staff received a petition from residents in the area of Gage Park, requesting a leash-free zone be established.

Leash-free zones on public lands have been established in several major centres across Canada including Toronto, Vancouver, London and Ottawa. Recently the City of Mississauga has undertaken a six month trial program whereby seven sites throughout the municipality have been identified for leash-free zones. The Town of Oakville and City of Burlington are also involved in establishing pilot programs.

There are many issues which must be considered prior to introducing leash-free zones. The following are some of the major issues for investigation by the task force.

- Some members of the community have a genuine fear of dogs and this program would restrict their movement within those sites designated as leash-free.

- Criteria must be developed to determine whether a site is suitable with a rating system for such items as, but not limited to, topography, site amenities, conflicting uses, and environmental impact.
- For certain areas, leash free access may require restrictions as to specific days, times of the year or hours of the day.
- Determine how boundaries for leash-free zones are to be designated and separated from other activities, i.e. formal fencing or vegetation, so the area may operate separately and simultaneously with normal pedestrian activity.
- Determine role of dog owner(s) and their ability and willingness to self-police the leash-free areas in terms of adherence to safety, boundaries and stoop 'n scoop and site maintenance.
- Role of City forces in designated leash free areas.
- Liability issues, insurance requirements.
- Should there be a ratio of dogs off leash per person?
- Potential of non city lands for leash-free zones ie. hydro and pipeline corridors which would require permission from the respective agency
- A promotional program would have to be developed to educate the public on the use of leash-free zones
- Enforcement and level of tolerance allowed in areas other than leash free sites.
- Methods for cost recovery must be established for implementation of the leash-free zone(s). There are no available funds dedicated in the 1998 Parks Maintenance budget for such a pilot project.

Summary:

Regarding the establishment of leash-free zones, it is recognized at the outset that thorough consideration must be given to numerous issues as affected persons are likely to be either strongly for or against the creation of leash free zones and compromise will be required by most.

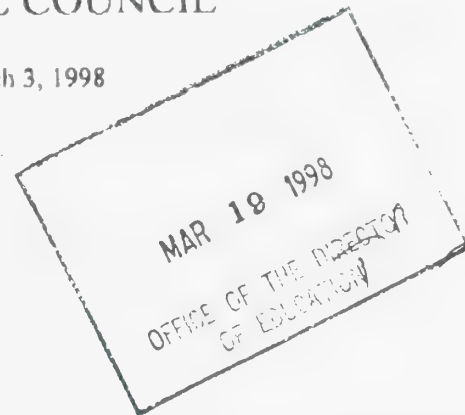
Staff regularly receive calls from the community requesting enforcement of the existing by-law requiring a leash. In response and due to the number of complaints received specific to Gage Park, by-law enforcement was initiated in mid-summer 1997 and to the extent possible staff endeavoured to achieve compliance with existing by-laws and otherwise educate park users on the regulations in place. What was generally observed was a high level of non-compliance and

#33

GLENWOOD SCHOOL COUNCIL

March 3, 1998

Mr. Al Greenleaf
Director and Secretary
Hamilton-Wentworth District School Board
Hamilton, Ontario



Dear Mr. Greenleaf:

The Glenwood School Council endorses relocating the Glenwood program, as it now exists, to the Fairview School site in Hamilton for September 1998. Refitting the building, the former Maple Lane school, for service as a regular public elementary school could be beneficial for both Glenwood pupils and for Ancaster residents.

The Glenwood School Council is proud of the Glenwood program and that it provides for a range of services for children and young adults.

The council supports the proposal to move the existing Glenwood program to Fairview School where the facilities are highly appropriate for Glenwood pupils and in many ways offer advantages over the physical plant it now occupies. Glenwood staff also endorse a relocation to Fairview School.

The council also recognizes the pressing need in Ancaster for additional classroom facilities to accommodate the growing public elementary school population, particularly the need to service students from the Meadowlands development and the new subdivision at Fiddlers Green Road and Highway 53.

While every parent wishes his or her child could attend a local school located near their home, the current funding situation makes it unlikely one will be built in the Meadowlands area in the foreseeable future. If the building currently occupied by the Glenwood program were converted for use as an elementary school for children from the Meadowlands, at least those children could all be taught together in the same school within their community. Over-crowding would be relieved at Grange and other area facilities, without the huge cost of building a new elementary school. It might be possible to have one principal service both Grange and the Maple Lane facility, minimizing administrative costs.

Glenwood School Council believes this proposal is as close to a win/win situation as students, parents and taxpayers are likely to get in the current economic climate. Glenwood's program would be preserved in an appropriate and desirable setting, while children from the Meadowlands community would have the opportunity to be educated at the same school as their neighbours. The proposal would also help to alleviate overcrowding at neighbouring Ancaster schools without the cost of constructing new schools or redefining existing school boundaries.

We believe this proposal is beneficial for everyone concerned.

On behalf of,

Laura Ramsay

Glenwood School Council
Laura Ramsay, Chairperson

c.c. Wayne Joudrie
Merv Matier
Beverly Sheppard

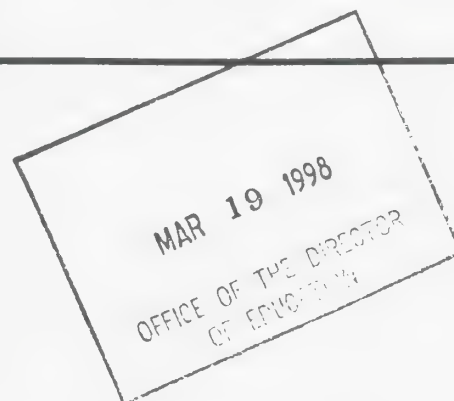
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34



Hamilton Secondary School Principals' Council

Mr. A. Greenleaf
Director and Secretary
Hamilton Wentworth District School Board
100 Main Street West
Hamilton, Ontario
L8N 4L1



Dear Mr. Greenleaf:

We have a major problem in the Board with the occasional teacher's list. The existing pool of occasional teachers is inadequate in number, and even combining the two Board lists will not correct the problem. As a result, students are unable to have access to their regular program especially in subjects such as Physical Education, Technology, and Science, when teachers are away. The existing situation is impossible to manage as occasional teachers are not available to allow teaching to continue, and Vice-Principals are spending hours in the mornings and/or evenings trying to reserve occasional teachers for their schools.

These are the specific problems:

- ◆ Lack of adequate numbers of Occasional Teachers
- ◆ Student safety being jeopardized, or their learning being delayed, as qualified teachers are unavailable in several subjects
- ◆ Incorrect and inadequate information on the occasional teacher lists, e.g. teachers still on the list who have been hired elsewhere, no phone numbers for some teachers
- ◆ Teachers on the occasional list with no teaching certificates, but good experience.

The lack of adequate people for support in our schools is fast approaching the critical stage in which student learning, and staff and student safety is being jeopardized.

We strongly support our Board investing in the automated attendance system that was discussed in past years.

Please support our students by seeing that this staff support shortage is corrected.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Trish Fulton'.

Trish Fulton
HSSPC Chair

Cc. Debbie Russon, Manager, Employee Relations



Ministry
of Education
and Training

Ministère
de l'Éducation
et de la Formation

#35

Mowat Block
Queen's Park
Toronto, Ontario
M7A 1L2
Telephone (416) 325-2600
Facsimile (416) 325-2608

Édifice Mowat
Queen's Park
Toronto (Ontario)
M7A 1L2
Téléphone (416) 325-2600
Télécopieur (416) 325-2608

Minister

Ministre

March 10, 1998

Allan Greenleaf
Director of Education
Hamilton-Wentworth District School Board
100 Main Street West
P.O. Box 2558
Hamilton, Ontario
L8N 3L1

Dear Allan Greenleaf:

Thank you for submitting a proposal under the Expansion of Co-operative Education and Work Experience program, part of the Ministry of Education and Training's Secondary School Reform Initiative. I am pleased to inform you that your proposal "**Grade 11 Work Experience Program**", has been approved for funding in the amount of \$28,000.

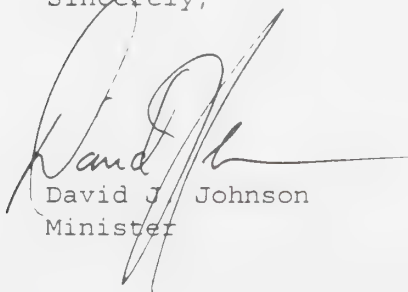
As our students prepare for the workplace of the 21st century, it is crucial that schools and community partners work together to build an education system dedicated to quality, accountability and affordability. Your project demonstrates that such collaboration is possible.

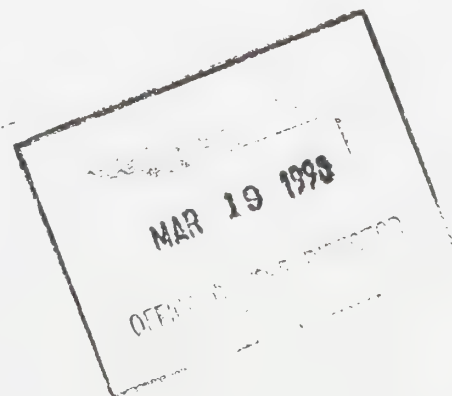
The projects are a key part of this government's commitment to reforming Ontario's secondary schools to make the programs they offer more focussed and relevant for students.

A representative of the ministry's district office will be contacting you shortly with further details regarding the Letter of Agreement.

Congratulations to your district school board and its community partners for developing this program.

Sincerely,


David J. Johnson
Minister



36

KEEL COTTRELLE

Barristers & Solicitors

100 Matheson Blvd. E., Suite 104
Mississauga, Ontario L4Z 2G7

Tel: (905) 890-7700
Fax: (905) 890-8006

Robert G. Keel, B.A., LL.B.
(also of the New York Bar)

Direct Line: 905-501-4444

Memorandum

to Directors of Education
from Robert G. Keel
date March 18, 1998
re Names of District School Boards

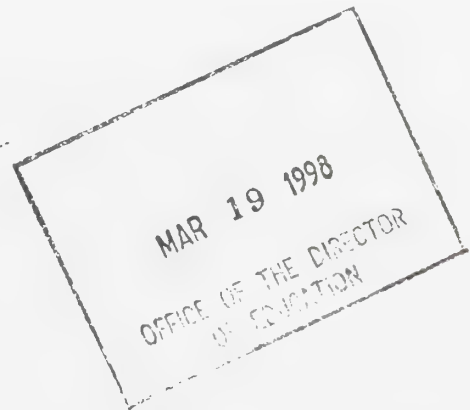
Enclosed please find a copy of Ontario Regulation 80/98 filed February 19, 1998, and recently published in the Ontario Gazette, dealing with the new approved names of various Boards.

You will note that not all Boards are included in this Regulation, and there will be a further Regulation with additional approvals and names.

However, I thought that I would forward a copy to the various Boards that have been approved

Regards


Robert G. Keel
/klk



#36-1

394

O. Reg. 79/98

THE ONTARIO GAZETTE / LA GAZETTE DE L'ONTARIO

O. Reg. 80/98

deemed to be district municipalities as similar officers have in a municipality with respect to by-elections.

6. Officers of a municipality have all the same powers and duties with respect to by-elections of members of a board in areas deemed to be attached to the municipality as they have with respect to by-elections in any part of the area of jurisdiction of the board that is within the municipality.

7. A clerk of a municipality may delegate any of his or her powers and duties under this Regulation to election officials for another municipality, including officials acting under section 5 or 6 of this Regulation.

10/98

ONTARIO REGULATION 80/98

made under the
✓ **EDUCATION ACT**

Made: February 18, 1998

Filed: February 19, 1998

Amending O. Reg. 185/97
(Establishment and Areas of Jurisdiction of
District School Boards)

Note: Ontario Regulation 185/97 has been amended by Ontario Regulation 278/97.

1. The title of Ontario Regulation 185/97 is struck out and the following substituted:

ESTABLISHMENT, AREAS OF JURISDICTION AND NAMES OF DISTRICT SCHOOL BOARDS

2. Section 2 of the Regulation is amended by adding at the end "unless otherwise specified in the Schedule".

3. (1) Paragraph 2 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 2" in the first and second lines and substituting "the Algoma District School Board".

(2) Paragraph 4 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 4" in the first and second lines and substituting "the Near North District School Board".

(3) Paragraph 5 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 5A" in the first and second lines and substituting "the Keewatin-Patricia District School Board".

(4) Paragraph 6 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 5B" in the first and second lines and substituting "the Rainy River District School Board".

(5) Paragraph 7 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 6A" in the first and second lines and substituting "the Lakehead District School Board".

(6) Paragraph 8 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No.

réputés des municipalités de district, les pouvoirs et fonctions qu'exercent, à l'égard des élections partielles, les fonctionnaires municipaux qui ont des attributions analogues.

6. Les fonctionnaires d'une municipalité exercent, à l'égard des élections partielles visant des postes au sein d'un conseil dans les territoires réputés annexés à la municipalité, les mêmes pouvoirs et fonctions qu'à l'égard des élections partielles qui se tiennent dans toute partie du territoire de compétence du conseil qui est située dans la municipalité.

7. Le secrétaire d'une municipalité peut déléguer les pouvoirs et fonctions que lui attribue le présent règlement au personnel électoral d'une autre municipalité, y compris le personnel électoral qui agit aux termes de l'article 5 ou 6 du présent règlement.

6B" in the first and second lines and substituting "the Superior-Greenstone District School Board".

(7) Paragraph 9 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 7" in the first and second lines and substituting "the Bluewater District School Board".

(8) Paragraph 10 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 8" in the first and second lines and substituting "the Avon Maitland District School Board".

(9) Paragraph 11 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 9" in the first and second lines and substituting "the Greater Essex County District School Board".

(10) Paragraph 13 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 11" in the first and second lines and substituting "the Thames Valley District School Board".

(11) Paragraph 14 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 12" in the first and second lines and substituting "the Toronto District School Board".

(12) Paragraph 15 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 13" in the first and second lines and substituting "the Durham District School Board".

(13) Paragraph 19 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 17" in the first and second lines and substituting "the Simcoe County District School Board".

(14) Paragraph 21 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 19" in the first and second lines and substituting "the Peel District School Board".

(15) Paragraph 23 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 21" in the first and second lines and substituting "the Hamilton-Wentworth District School Board".

(16) Paragraph 25 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 23"

in the first and second lines and substituting "the Grand Erie District School Board".

(17) Paragraph 26 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 24" in the first and second lines and substituting "the Waterloo Region District School Board".

(18) Paragraph 27 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 25" in the first and second lines and substituting "the Ottawa-Carleton District School Board".

(19) Paragraph 30 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 28" in the first and second lines and substituting "the Renfrew County District School Board".

(20) Paragraph 31 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 29" in the first and second lines and substituting "the Hastings and Prince Edward District School Board".

4. Section 5 of the Regulation is amended by adding at the end "unless otherwise specified in the Schedule".

5. (1) Paragraph 1 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 30A" in the first and second lines and substituting "the Northeastern Catholic District School Board".

(2) Paragraph 2 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 30B" in the first and second lines and substituting "the Nipissing-Parry Sound Catholic District School Board".

(3) Paragraph 3 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 31" in the first and second lines and substituting "the Huron-Superior Catholic District School Board".

(4) Paragraph 4 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 32" in the first and second lines and substituting "the Sudbury Catholic District School Board".

(5) Paragraph 5 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 33A" in the first and second lines and substituting "the Northwest Catholic District School Board".

(6) Paragraph 6 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 33B" in the first and second lines and substituting "the Kenora Catholic District School Board".

(7) Paragraph 7 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 34A" in the first and second lines and substituting "the Thunder Bay Catholic District School Board".

(8) Paragraph 8 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 34B" in the first and second lines and substituting "the Superior North Catholic District School Board".

(9) Paragraph 9 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No.

35" in the first and second lines and substituting "the Bruce-Grey Catholic District School Board".

(10) Paragraph 10 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 36" in the first and second lines and substituting "the Huron Perth Catholic District School Board".

(11) Paragraph 16 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 42" in the first and second lines and substituting "the York Catholic District School Board".

(12) Paragraph 18 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 44" in the first and second lines and substituting "the Simcoe Muskoka Catholic District School Board".

(13) Paragraph 19 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 45" in the first and second lines and substituting "the Durham Catholic District School Board".

(14) Paragraph 21 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 47" in the first and second lines and substituting "the Hamilton-Wentworth Catholic District School Board".

(15) Paragraph 22 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 48" in the first and second lines and substituting "the Wellington Catholic District School Board".

(16) Paragraph 23 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 49" in the first and second lines and substituting "the Waterloo Catholic District School Board".

(17) Paragraph 24 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 50" in the first and second lines and substituting "the Niagara Catholic District School Board".

(18) Paragraph 25 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 51" in the first and second lines and substituting "the Brant/Haldimand-Norfolk Catholic District School Board".

(19) Paragraph 27 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 53" in the first and second lines and substituting "the Ottawa-Carleton Catholic District School Board".

(20) Paragraph 28 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 54" in the first and second lines and substituting "the Renfrew County Catholic District School Board".

6. Section 8 of the Regulation is amended by adding at the end "unless otherwise specified in the Schedule".

7. Paragraph 2 of section 9 of the Regulation is amended by striking out "French-language Public District School Board No. 57" in the first and second lines and substituting "the Conseil scolaire de district du Grand Nord de l'Ontario".

8. Section 11 of the Regulation is amended by adding at the end "unless otherwise specified in the Schedule".

9. Section 13 of the Regulation is revoked and the following substituted:

#36-3

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THE ONTARIO GAZETTE / LA GAZETTE DE L'ONTARIO

O. Reg. 80/98

13. (1) The name of each district school board listed in Column 1 of the Schedule is changed to the name listed opposite in Column 2 of the Schedule.

(2) A reference to a district school board using the name listed in Column 1 of the Schedule shall be construed as if it were a reference to the district school board using the name listed opposite in Column 2 of the Schedule.

(3) Subsection (2) applies to a reference in:

(a) any document of legal effect made before the relevant name is changed under subsection (1); and

(b) any document of legal effect made within 90 days after the relevant name is changed under subsection (1).

(4) For the purposes of subsection (3), a document includes but is not limited to a regulation, directive, order or agreement.

10. The Regulation is amended by adding the following Schedule:

Schedule

COLUMN 1 Old Name	COLUMN 2 New Name
English-language Public District School Board No. 2	Algoma District School Board
English-language Public District School Board No. 4	Near North District School Board
English-language Public District School Board No. 5A	Keewatin Patricia District School Board
English-language Public District School Board No. 5B	Rainy River District School Board
English-language Public District School Board No. 6A	Lakehead District School Board
English-language Public District School Board No. 6B	Superior-Greenstone District School Board
English-language Public District School Board No. 7	Bluewater District School Board
English-language Public District School Board No. 8	Avon Maitland District School Board
English-language Public District School Board No. 9	Greater Essex County District School Board
English-language Public District School Board No. 11	Thames Valley District School Board
English-language Public District School Board No. 12	Toronto District School Board
English-language Public District School Board No. 13	Durham District School Board
English-language Public District School Board No. 17	Simcoe County District School Board
English-language Public District School Board No. 19	Peel District School Board
English-language Public District School Board No. 21	Hamilton-Wentworth District School Board

English-language Public District School Board No. 23	Grand Erie District School Board
English-language Public District School Board No. 24	Waterloo Region District School Board
English-language Public District School Board No. 25	Ottawa-Carleton District School Board
English-language Public District School Board No. 28	Renfrew County District School Board
English-language Public District School Board No. 29	Hastings and Prince Edward District School Board
English-language Separate District School Board No. 30A	Northeastern Catholic District School Board
English-language Separate District School Board No. 30B	Nipissing-Parry Sound Catholic District School Board
English-language Separate District School Board No. 31	Huron-Superior Catholic District School Board
English-language Separate District School Board No. 32	Sudbury Catholic District School Board
English-language Separate District School Board No. 33A	Northwest Catholic District School Board
English-language Separate District School Board No. 33B	Kenora Catholic District School Board
English-language Separate District School Board No. 34A	Thunder Bay Catholic District School Board
English-language Separate District School Board No. 34B	Superior North Catholic District School Board
English-language Separate District School Board No. 35	Bruce-Grey Catholic District School Board
English-language Separate District School Board No. 36	Huron Perth Catholic District School Board
English-language Separate District School Board No. 42	York Catholic District School Board
English-language Separate District School Board No. 44	Simcoe Muskoka Catholic District School Board
English-language Separate District School Board No. 45	Durham Catholic District School Board
English-language Separate District School Board No. 47	Hamilton-Wentworth Catholic District School Board
English-language Separate District School Board No. 48	Wellington Catholic District School Board
English-language Separate District School Board No. 49	Waterloo Catholic District School Board
English-language Separate District School Board No. 50	Niagara Catholic District School Board
English-language Separate District School Board No. 51	Brant/Haldimand-Norfolk Catholic District School Board
English-language Separate District School Board No. 53	Ottawa-Carleton Catholic District School Board
English-language Separate District School Board No. 54	Renfrew County Catholic District School Board
Conseil de district des écoles publiques de langue française n° 57	Conseil scolaire de district du Grand Nord de l'Ontario

10/98

March 16, 1998

Mr. Allan A. Greenleaf
Director of Education and Secretary
The Hamilton-Wentworth District School Board
100 Main Street West
P.O. Box 2558
Hamilton Ontario L8N 3L1



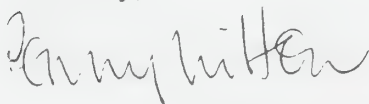
Dear Allan Greenleaf:

Thank you for your letter informing us of your board's decision to refer the matter of subscribing to CEA's Information Service, to the Budget Review process.

The subscription of the former Hamilton Board of Education expired on December 31, 1997 but we have decided to provide the new board with the same level of service pending its Budget Review. This is without any liability to the School Board and recognizes the enormous challenge that amalgamation presents to decision-makers. If you would like any further information, please do not hesitate to call us.

One of the very pleasant aspects of my position at CEA is the opportunity to reconnect with colleagues and associates from earlier roles. Please accept my personal regards.

Sincerely,



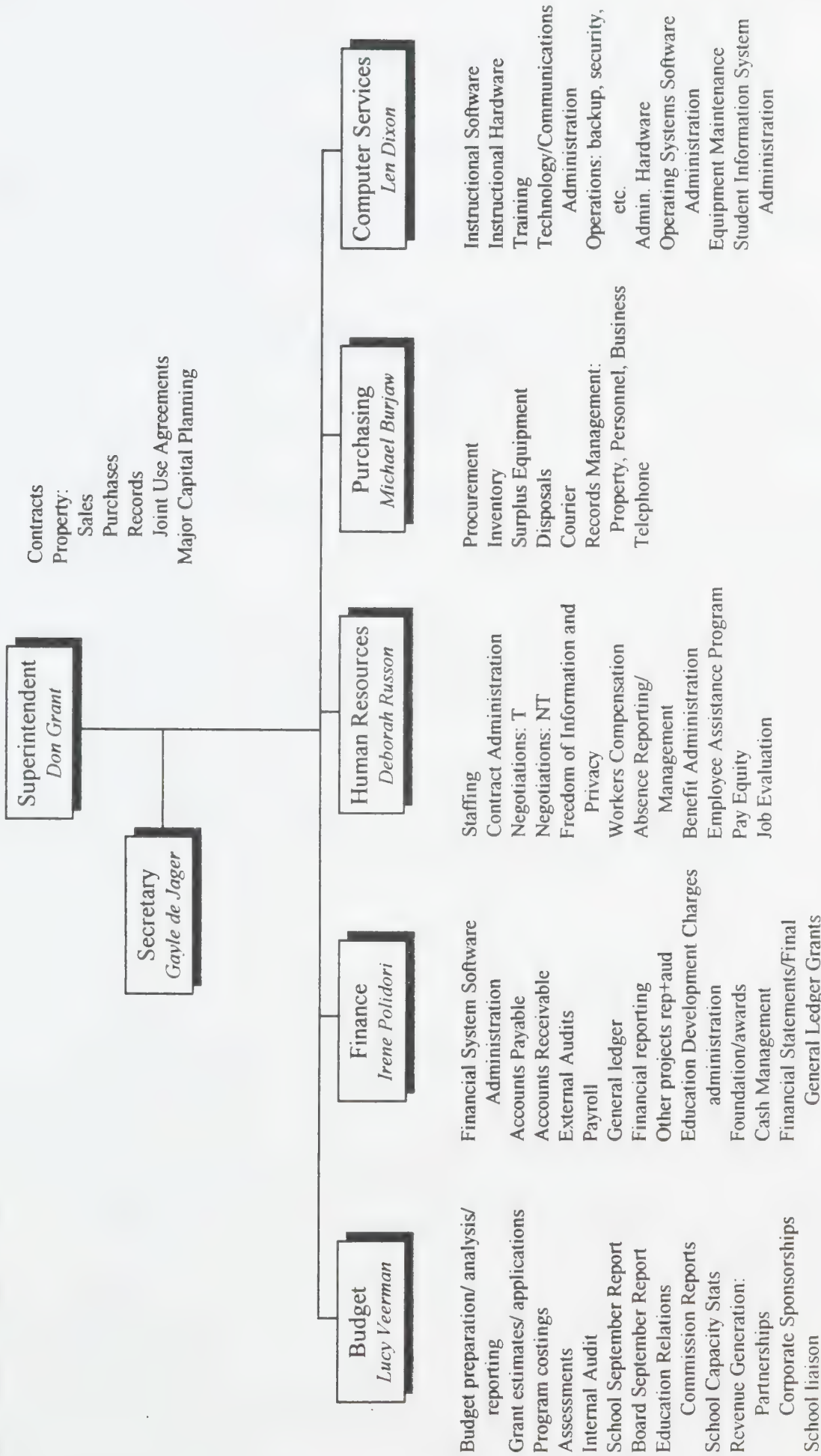
Penny Milton (formerly Moss)
Executive Director

D I S T R I B U T I O N

REGULAR BOARD
1998 03 26

To be determined:
 ⇒ HR/ Payroll System
 Software Administration

Business Functions



Superintendent of Education system assignments

related to above functions are:

- ◇ Information Technology/Computers in the Classroom
- ◇ Staffing and Collective Agreement Liaison - Elementary
- ◇ Staffing and Collective Agreement Liaison - Secondary

The Hamilton-Wentworth District School Board

Summary Action Plan

Business Departments

Focus: Provision of services that are relevant, effective and efficient.

Transition Responsibilities Assigned to Don Grant and Lucy Veerman include:

- ensure continuity of business functions, comply with all legislative requirements
- identify business responsibilities
- assign business responsibilities to departments
- implement the selection process to determine manager and secretary appointments according to principles identified
- deal with status of incomplete projects: continue/abandon?
- identify transition projects
- identify committees/work groups
- establish overall critical path to blend business operations
- develop budget for stub year
- develop budget for 1998/99 school year

Utilize newly formed business management group in order to:

- ensure continuity of business functions, comply with all legislative requirements
- fine tune department responsibilities
- implement the selection process to determine staff assignments
- review key processes/procedures and identify best practice
- implement/accomplish transition projects
- monitor progress

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In Case of Transmission Difficulties, Please Call 416-863-2101

Please Deliver To: # 21
Hamilton



Ministry
of Education
and Training

Ministère
de l'Éducation
et de la Formation

Mowat Block
Queen's Park
Toronto, Ontario
M7A 1L2
Telephone (416) 325-2180
Facsimile (416) 327-9063

Édifice Mowat
Queen's Park
Toronto (Ontario)
M7A 1L2
Téléphone (416) 325-2180
Télécopieur (416) 327-9063

Deputy Minister

Sous-ministre

MEMORANDUM TO: Directors of Education and Secretaries of District
School Board and School Authorities

FROM: Veronica Lacey

DATE: March 20, 1998

SUBJECT: **AMENDMENT TO REGULATION 304 -
SCHOOL YEAR AND SCHOOL HOLIDAYS**

I am writing to inform you that an amendment to Regulation 304 "School Year and School Holidays" was filed on March 5, 1998.

The *Education Act* as amended by the *Education Quality Improvement Act, 1997*, limits the number of professional activity days in a school year to a maximum of four. This guarantees a minimum number of 190 instructional days in the school year, of which up to ten may be used as examination days. Regulation 304 has been amended to reflect the changes made to the legislation. The regulation previously permitted a board to designate up to 15 examination days and up to 9 professional activity days during the school year.

Regulation 304 continues to provide for a minimum school year of 194 days.

The amendments are effective for school calendars filed for the 1998-99 school year. They will ensure that students receive more instructional time with their teachers.

The title of Regulation 304 has been changed from "School Year and School Holidays" to "School Year Calendar".

Please share this information within your boards. Thank you for your continued commitment to student achievement - a goal we all share.

Veronica Lacey
Deputy Minister

Attachment: Ontario Regulation 91/98
Distribution List

#39-1

Filed as O. Reg.	91/98
On	MAR - 5 1998
Proposed Ontario Gazette date	Mar 21 1998
REGISTRAR OF REGULATIONS NO 669. 2/EA-EDUC-9	

CONFIDENTIAL

Until filed with the
Registrar of Regulations

3-ML

**REGULATION TO AMEND
REGULATION 304 OF THE REVISED REGULATIONS OF ONTARIO, 1990
MADE UNDER THE
EDUCATION ACT**

Note: Regulation 304 has not been amended in 1997 or 1998. For prior amendments, see the Table of Regulations in the Statutes of Ontario, 1996.

1. The title of Regulation 304 of the Revised Regulations of Ontario, 1990 is revoked and the following substituted:

SCHOOL YEAR CALENDAR

2. (1) Subsection 2 (2) of the Regulation is amended by striking out "a school year" in the first line and substituting "the 1997-1998 school year".

(2) Subsection 2 (2) of the Regulation is revoked on September 1, 1998.

(3) Subsection 2 (3) of the Regulation is amended by adding at the beginning "With respect to the 1997-1998 school year".

(4) Subsection 2 (3) of the Regulation is revoked on September 1, 1998.

(5) Section 2 of the Regulation is amended by adding the following subsection:

(3.1) Subject to section 5, every school year after the 1997-1998 school year shall include a minimum of 194 school days of which up to 4 days may be designated by the board as professional activity days and the remaining school days shall be instructional days.

3. (1) Subsection 3 (1) of the Regulation is amended by adding at the beginning "For the 1997-1998 school year".

(2) Subsection 3 (1) of the Regulation is revoked on September 1, 1998.

(3) Subsection 3 (2) of the Regulation is amended by adding at the beginning "With respect to the 1997-1998 school year".

(4) Subsection 3 (2) of the Regulation is revoked on September 1, 1998.

(5) Section 3 of the Regulation is amended by adding the following subsection:

(3.1) With respect to every school year after the 1997-1998 school year, a board may designate up to 10 instructional days as examination days.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

EDUCATION COMMITTEE

MARCH 24, 1998

5:30 p.m.

A G E N D A

5:30 p.m.

1. Call to Order
2. Approval of Agenda

B. Wallace

ACTION ITEMS:

3. Report re The Eden Project (Electronic Distributive Education Network)
Letter of Agreement

E. Bond

The Executive Summary found in Appendix B summarizes the Business Plan for the EDEN Project. Signing the letter of agreement protects the original Hamilton Board investment by enabling the city secondary schools of the Hamilton-Wentworth District School Board to continue to participate in the EDEN Project, as original consortium members, at no additional cost for future licensing. If the agreement were not signed, there would be a licensing fee for any future courses and the opportunity to share in future profits related to the EDEN Project would be forfeited.

Although the consortium of school boards was formed prior to the amalgamation of the Hamilton and Wentworth County school boards, The Hamilton-Wentworth District School Board has been extended the legal right to join the consortia but must purchase a license to extend the privileges of the EDEN Project to all schools across the amalgamated board. A similar invitation has been extended to the other two amalgamated consortia boards (Stormont, Dundas, Glengarry and Etobicoke). The fees for the county schools, as set out in the License Fee and Pricing Details, in Appendix C, could become part of the 1998-99 budget process. We are also working with Don Grant and Denise Dawson to submit the costs associated with the EDEN Project, as a result of amalgamation, which will be included in the School Board Restructuring Fund submission being prepared for the Ministry of Education and Training.

THE EDEN PROJECT

This Agreement is dated effective as of the 12th day of January, 1998, among Simcoe District School Board ("Simcoe"), York District School Board, Hamilton-Wentworth District Board of Education, Upper Canada District Board of Education, Dufferin-Peel Catholic District School Board, and Toronto District Board of Education (collectively, the "parties" and, individually, a "party").

1. The parties acknowledge that they have formed an unincorporated organization known as "The EDEN Project", the purpose of which is to develop and offer to the public electronic distributive and distance education and training including, without limitation, on-line secondary school credit courseware, including teacher delivery and evaluation, and related products and services.
2. The parties acknowledge and agree that they have each contributed funds, staff and other resources to The EDEN Project and, with the exception of Simcoe, have signed an agreement with Simcoe respecting the application of such contributions and other matters.
3. As soon as reasonably practicable, the parties will incorporate The EDEN Project and formalize their relationships with The EDEN Project and each other by entering into an agreement signed by all of the parties or their designates (the "Business Agreement") to carry on the work of The EDEN Project in the manner and using the structure set out in the Business Agreement.
4. The parties for themselves and on behalf of their respective designates agree that, subject to the provisions of section 6 hereof, they now and will in future share equally in all rights, entitlements, assets, liabilities and obligations of, or arising in connection with, The EDEN Project, with one exception: Simcoe or its designate shall be the sole recipient of any distribution made by The EDEN Project (whether incorporated or not) of revenues earned on Tier 1 products, as those products are defined in the draft EDEN Business Plan dated November 1997 (the "Business Plan"), a copy of which has been delivered to each party. Notwithstanding any other provision of this agreement, in the event of conflict between the Business Plan and the Business Agreement, the terms of the Business Agreement shall prevail.
5. If a party made the contributions referred to in section 2 hereof before being amalgamated prior to the date hereof, or if a party amalgamates after signing this agreement, the rights and privileges of such party pursuant to this agreement or the Business Agreement shall be limited to the division or pre-amalgamation unit (whether referred to as a division or otherwise) of the amalgamated board. Nothing in the first sentence of this section 5 restricts the right and power of any amalgamated board to obtain the products and services of The EDEN Project on behalf of its other divisions or pre-amalgamation units upon payment of the applicable price or fee and performance of such other obligations as may be required of a customer at arm's length from The EDEN Project.
6. Simcoe holds funds and property or assets contributed by, or obtained through contributions of, non-staff resources by the other parties in trust for The EDEN Project and, in the event that The

EDEN Project ceases to operate, Simcoe shall forthwith pay all liabilities reasonably attributable to The EDEN Project and either (i) return to the other parties their respective contributions of funds and non-staff resources or, if such contributed funds and non-staff resources have been spent in accordance with the Business Plan and not recovered through sales, the other parties' respective *pro rata* shares of remaining funds and non-staff resources, or (ii) if The EDEN Project's liabilities exceed its assets, notify each party of its *pro rata* contribution to the net liabilities, which shall be paid by such party forthwith to Simcoe and used to pay such net liabilities. Assets which have been leased from any party for purposes of The EDEN Project shall be returned to the lessors forthwith after The EDEN Project (incorporated or otherwise) ceases to operate and shall not be set off against liabilities for purposes of calculating the parties' respective shares of the net assets or net liabilities, as the case may be.

7. Each party indemnifies each of the others and their respective designates from any liability for losses and expenses of whatever kind or nature, including legal fees and disbursements, which the indemnified party incurs by reason of the indemnifying party's or its designate's wilful neglect or default or failure to comply with its obligations pursuant to this agreement or the Business Agreement, and this indemnity shall survive the termination of this agreement and of the Business Agreement.
8. This agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this agreement and all of which, when taken together, will be deemed to constitute one and the same agreement.
9. The provisions of this agreement are intended to bind the parties.

IN WITNESS WHEREOF the parties have caused this agreement to be executed by their respective authorized signing officers as of the first date above mentioned.

SIMCOE DISTRICT SCHOOL BOARD

YORK DISTRICT SCHOOL BOARD

By: _____

By: _____

HAMILTON-WENTWORTH BOARD OF
EDUCATION

UPPER CANADA DISTRICT BOARD OF
EDUCATION

By: _____

By: _____

DUFFERIN-PEEL CATHOLIC
DISTRICT SCHOOL BOARD

TORONTO DISTRICT BOARD OF
EDUCATION

By: _____

By: _____

The EDEN Project

Business Plan

I. EXECUTIVE SUMMARY

The EDEN Project has been developed by a consortium of five major school boards in Ontario (Simcoe, York Region, Etobicoke, Hamilton and Cornwall). The Project has been spearheaded since February 1995, by a group of dedicated and qualified professionals from the Orillia Learning Centre within the Simcoe County Board of Education.

The Project's mission is to develop and deliver the highest quality educational and training courseware to anyone - anywhere!

The EDEN model is a full-service solution that provides:

- ◆ complete secondary level curriculum, fully accredited, fully digital;
- ◆ effective delivery and evaluation strategies;
- ◆ a multi-featured Web site combined with a secure Intranet delivery and communications system;
- ◆ an integrated Student Management System, accessible to students, parents and of course, administration; and
- ◆ teacher certification and technical inservice.

Value added components to our project include a Web gateway to over 700 Career Education resources and individualized literacy upgrading in Reading, Writing, and Mathematics via the Internet.

To-date the Project has developed five full-credit courseware packages at the secondary level: Grade 11 Business Math, Keyboarding, Word Processing, Introduction to Computers and Grade 11 Advanced Chemistry. The following are currently under development: Grade 11 Advanced English, Grade 11 Accounting and Entrepreneurship. A total of 36 courses are planned for completion by September 1999, with a total of 56 courses within four years.

A pre-service "Electronic Access" course is provided to all students which develops the telecommunication and telelearning skills that students will need to be successful in the full credit courseware.

The educational marketplace has demonstrated a keen interest in the educational and economic value of the comprehensive and innovative approach that exemplifies EDEN. The educational benefits for the student include:

- ◆ 24 hr., continuous access to knowledge and information;
- ◆ interactive and collaborative techniques that foster increased student motivation and retention;
- ◆ self directed, self-paced learning strategies;
- ◆ rehearsal of transferable technology skills;
- ◆ a critical employment of the global information library;
- ◆ use of a "Best Practices" approach for instructional design;
- ◆ continuous maintenance and revision of curriculum keeps content current and relevant;
- ◆ emphasis on critical thinking and problem solving skills;
- ◆ continuous intake, supports year round education; and
- ◆ standard and consistent curriculum and teaching strategies across the system.

Our model also provides economic benefits to the system:

- ◆ more efficient staffing and timetabling; small schools can employ electronic congregation to provide learning on demand;
- ◆ reduced demand for expensive facilities, or new construction;
- ◆ reduced need for transportation services;
- ◆ very cost effective curriculum maintenance;
- ◆ promises optimal value and usage of existing and future investment in technical infrastructure;
- ◆ could effectively eliminate summer school;
- ◆ could effectively reduce or eliminate course/credit overgrazing.

Such innovation has been the result of almost three years of experience in digital instructional design and delivery via the Internet. The EDEN Team has developed a Design and Production Team model that cost-effectively produces dynamic, interactive, accredited curriculum; which can be cost-effectively maintained and revised on an ongoing basis.

The team represents a value-added blend of creative and qualified subject professionals, with experienced digital handlers who have developed leading edge capabilities in Internet research, web design, evaluation strategies and numerous authoring tools.

A collaborative approach that involves associated teacher unions, the Ontario College of Teachers and the Ministries of Education and Training, combined with a realistic and knowledgeable plan for market implementation will guarantee the success of this venture.

Supporting the implementation process is a field-tested, teacher inservice program that guarantees the execution of effective teaching strategies.

The Project's main business potential lies in the application of distance and distributive learning technologies to mainstream dayschool scenarios. Other scenarios include the provision of EDEN courseware to traditional distance education students, as well as, the potentially lucrative export market.

To finance the future development of the Project (in order to attract private sector investment), the consortium has developed a **five-year** Business Plan that focuses on:

- ◆ product development and evolution that parallels technological advancements;
- ◆ marketing and implementation within the education system;
- ◆ growth and scalability management;
- ◆ sales and distribution, both domestically and internationally;
- ◆ cashflow forecast, revenue and expenditure rationalization; and
- ◆ a very attractive return on investment.

A major focus of the Business Plan is to create a critical mass of content that is attractive to school boards and school jurisdictions. Our plan calls for a total of 36 full-credit courses within two years and 56 courses within four years.

The Consortium partners are currently in the process of forming a private corporation which will facilitate financial partnerships with other private sector corporations.

Strategic alliances are already underway with leading publishers and software developers. The consortium is in the process of identifying other private sector partners who can also bring value to the Project in terms of intellectual content, global marketing, digital solutions and distributional infrastructure.



Table J
PAGE 1 OF 2

License Fee and Pricing Details for Board Self-Delivery – Ontario and International Markets

***All Prices are negotiated based on board secondary school population**

License Fee	Under 1000	2000-5000	6000-9000	10,000 - 12,000	13,000 – 21,000	Over 22,000	GTA
Tier I							
> Access	6000	16,000 - 26,000	28,000 - 38,000	40,000 - 48,000	50,000 - 70,000	TBA	TBA
> Intro. To Computers.							
> Business Math 11							
> Bus. Keyboarding 9/11							
> Word Processing. 11							
> Career Connexions							
Tier II	10,000 range	23,000 - 33,000	35,000 - 50,000	55,000 - 72,000	75,000 - 110,000	TBA	TBA
> Chemistry 11A							
> Accounting. 11							
> English 11A							
> Entrepreneurship.							
> Math 9 Open level							
> Career Planning.							
> Math 11A							
> Math 12A							
> English 11G							
> Physics 11G							
Tier III – 10 courses TBA. Projected completion date January 1999	10,000 range	30,000 range	50,000 range	75,000 range	up to 120,000		
Tier IV – 10 courses TBA. Projected completion date August 1999	10,000 range	30,000 range	50,000 range	75,000 range	up to 120,000		
Tier V – 10 courses TBA Projected completion date January 2000	10,000 range	30,000 range	50,000 range	75,000 range	up to 120,000		
Tier VI – 10 courses TBA Projected completion date January 2001	10,000 range	30,000 range	50,000 range	75,000 range	up to 120,000		

12/9/97

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

BOARD MEETING - MARCH 24, 1998

A G E N D A

1. Call to Order
2. Approval of Agenda

R. Mulholland

ACTION ITEM:

3. Adoption of Report of the Budget Committee

Chair of Budget Committee

REPORT OF THE BUDGET COMMITTEE

MARCH 24, 1998

Recommended Action:

Moved by _____, seconded by _____: That the Report of the Budget Committee dated March 24, 1998 be adopted as distributed.

1. 1998 STUB YEAR BUDGET

It was moved by : That the 1998 Stub Year Budget in the amount of \$222,087,132 be approved, and that the Superintendent of Business and Treasurer be authorized to proceed with the expenditure of funds as detailed in the 1998 Stub Year Budget Book.

of the Regular Board Meeting of The Hamilton-Wentworth District
Offices, 100 Main Street West, Hamilton, Ontario, on March 26,

Those present:

Ray Mulholland, Chair
Reg Woodworth, Vice-Chair
Judith Bishop
Heather Bullock
Janice Dewar
Wes Hicks
Eleanor Johnstone
Laura Peddle
Joe Rogers
B. Wallace

URBAN MUNICIPAL

MAY 7 1998

GOVERNMENT DOCUMENTS

Regrets:

L. Orban

In attendance:

Allan A. Greenleaf, Director of Education and Secretary
Ken Bain, Interim Assistant Superintendent of Schools
Elizabeth Bond, Superintendent of Program
Krys Croxall, Superintendent of Schools
Pat Gillie, Superintendent, Operations and Administrative Services
Don Grant, Superintendent of Business and Treasurer
Wayne Joudrie, Superintendent of Schools
Merv Matier, Superintendent of Transitional Services
Murray Quinn, Superintendent of Schools
Stew Thompson, Assistant Superintendent of Schools
Janice Tomlinson, Interim Assistant Superintendent of Program
Lucy Veerman, Acting Senior Financial Officer
Ken Waters, Superintendent of Schools

Also present:

Deborah Russon, Manager, Employee Relations

The Chair called the open session to order at 8:15 p.m. Prior to commencing the meeting with the singing of O'Canada, the Chair expressed the Board's sorrow at the tragic events in Arkansas this past week and offered condolences to that community.

3. Public Question Period

A. Greenleaf responded to a question from Joe Coleman that he met with the Student Council Presidents regarding the student trustee proposal and indicated that further consideration would be given to reach a more realistic number than the 6 positions being suggested. Given the June requirement in the regulation, it is anticipated that a report will be brought to the Board in the near future.

4. Approval of Minutes - February 26, March 9 and March 12, 1998

RESOLUTION #98-90: It was moved by H. Bullock, seconded by E. Johnstone that the minutes of February 12, March 9 and March 12 1998 be approved as distributed.

CARRIED UNANIMOUSLY.

5. Business Arising from the Minutes

D. Grant reported that the timeline for the Board's report to the Ministry of Education and Training regarding submissions to the Ministry's School Board Restructuring Fund has been extended from March 31 to April 30.

6. Approval of Agenda

The following items were added:

9.1 Personnel Issues

14. (a) Funding Formula

RESOLUTION #98-91: It was moved by J. Rogers, seconded by H. Bullock that the agenda be approved as amended.

CARRIED.

7. Presentation - Donation from B'Nai B'rith

The Chair introduce Paul Hanover who presented \$5,000.00 to the Board on behalf of B'Nai B'rith. In making the presentation, Mr. Hanover emphasized the funds were realized from an award established by B'Nai B'rith to promote racial harmony and understanding.

8. Recognition - OISE/FEUT Distinguished Educator Award

The Chair called on Dave Hutton, Principal, Mountain Secondary School, who introduced Peter Brooks, teacher and recipient of the OISE/FEUT Distinguished Educator Award. Mr. Hutton spoke to the outstanding abilities of Peter Brooks as a teacher and, in particular, his work with the students which have earned him the Outstanding Educator Award.

7. Reports of the Education Committee

RESOLUTION #98-92: It was moved by B. Wallace, seconded by E. Johnstone that the Education Reports dated March 5 and March 24 be approved as follows:

Report of 1998 03 05**1. Board Referrals****(a) Motion regarding EQAO (Trustee Bishop)**

It was moved by J. Bishop: That there be

- a) an investigation of those schools with good results and promotion of their good practices;
- b) an examination of those pertinent areas of concerns raised in the EQAO report for the province;
- c) support to schools with serious weaknesses;
- d) examination of the requirements to improve the teaching of mathematics and that a report be brought back by June, 1998.

(b) Terms of Reference, Education Committee

It was moved by J. Bishop: That the following Terms of Reference - Education Committee be approved:

The Education Committee has the responsibility for advising the Board on specific aspects of the education of the students of The Hamilton-Wentworth District School Board and for the development, maintenance and review of all programs and services offered by the Board in the areas of communication, system administration and human resource deployment.

In particular, the Committee will be responsible for the following actions, subject to the approval of the Board.

1. Receipt and discussion of briefs from any individuals, groups or delegations, followed by appropriate disposition of said briefs.
2. Receipt and commentary upon reports and recommendations as may be brought by the administration, any program committee or School Council.
3. Review and approval of the annual school year calendar and professional development programs for staff.
4. Researching, developing, planning, implementing and evaluating all aspects of program, including curriculum and special services, financial considerations and building modifications.
5. New technology in the classroom.
6. Selection of appropriate textbooks and other learning resources.
7. Review and recommendation of format and content of Board publications, where applicable.
8. Monitoring of performance review procedures for all staff.
9. Student Discipline Codes and Safe Schools Policy.
10. Development and review of human resources policies and practices for all staff including performance review, recruitment, hiring, regulation, discipline, attendance, censure and dismissal of staff; job descriptions and job evaluations; and effective policies of affirmative action/employment equity and pay equity; and for supervising the implementation and evaluation of these policies.
11. Human Resource planning and development.
12. Submission of an annual report to the Board outlining the status of Committee work and predicting future Committee concerns.
13. Deployment of all staff within the schools.
14. Direction and monitoring of staff development programs.

Clause c) tabled and referred to the Director at Board.

c) Regulations for Delegation Presentations to Committee

It was moved by R. Mulholland: That the following Regulations for Delegation Presentations to Committee be approved:

1. A request from an individual or group to appeal before the Committee must be made in writing to the Secretary of the Board and should include the nature of the request, at least six calendar days in advance of the Committee meetings.
2. Delegations must submit their presentations in writing to the Secretary of the Board no later than the Monday afternoon prior to the meeting. Individuals who have difficulty in creating a written submission will be offered appropriate support through the Office of the Secretary of the Board.
3. Presentations are expected to follow the outline of concerns identified in the written submission. If the materials presented differ substantially from the written submission, the Chairman has the right to call an immediate recess in order to clarify the situation.
4. Presentations shall not exceed fifteen minutes in length, exclusive of questions for clarification. Extensions to this timeline may be granted by Committee direction.
5. Members of delegations may add comments for clarification.
6. Trustees may ask questions for clarification, without comment pro or con with respect to the issue in general.
7. At the conclusion of the presentation, the Committee may, by specific motion, determine to:
 - (a) Suspend the Rules of Order by a two-thirds majority to consider the matter immediately.
 - (b) Debate the issue(s) involved at the conclusion of the agenda.
 - (c) Refer the delegation's presentation to the administration for review and comment.
 - (d) Formally receive and file the submission of the delegation.

- (e) Extend appreciation and invite the delegation to be in attendance when the matter is discussed.
8. The Committee will then continue to the next item of business.

* * * * *

2. Personnel Report

It was moved by E. Johnstone: That the Personnel Report dated March 5, 1998 be adopted and the following recommendations contained therein be approved:

SECTION I K. Croxall, Superintendent of Schools

- A. APPOINTMENTS AND TRANSFERS - Nil**
- B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS - Nil**
- C. LEAVES OF ABSENCE**
 - 1) General Leaves**
 - a) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **CATHERINE MOORE**, Teacher at Billy Green Public School, be granted a .5 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).
 - b) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **MARY PETTIT**, Teacher at Bell-Stone Public School, be granted a .2 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).
- D. PROBATIONARY AND PERMANENT CONTRACTS - Nil**
- E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil**

SECTION II W. Joudrie, Superintendent of Schools

- A. APPOINTMENTS AND TRANSFERS - Nil**
- B. RESIGNATIONS, RETIREMENT AND TERMINATIONS - Nil**
- C. LEAVES OF ABSENCE**
 - 1) General Leaves**
 - a) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **JUDITH RUDD**, Teacher at Mary Hopkins Public School, be granted a general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).
 - b) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **SANTA WOODCROFT**, Teacher at Queens' Rangers Public School, be granted a .4 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).
 - c) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **JANET MACLEOD**, Teacher at Beverly Central/Lynden Unit, be granted a .8 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).
 - d) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **CAROLYN MACARTHUR**, Teacher at Tapleystown Public School, be granted a general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).
 - e) That a leave is granted to **MONICA CALDWELL-PUPPA**, Teacher at Yorkview Public School, effective June 8, 1998 to January 1, 1999 inclusive (30 weeks).
- D. PROBATIONARY AND PERMANENT CONTRACTS - Nil**
- E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil**

SECTION III K. Waters, Superintendent of Schools

- A. **APPOINTMENTS AND TRANSFERS - Nil**
- B. **RESIGNATIONS, RETIREMENTS AND TERMINATIONS - Nil**
- C. **LEAVE OF ABSENCE**
 - 2) **General Leave**

That in accordance with Article 18.03 of the Secondary Collective Agreement, it is recommended that **JANET STEWART**, Teacher at Highland Secondary School, be granted an extended leave, effective April 6, 1998 to June 26, 1998 inclusive (12 weeks).
- D. **PROBATIONARY AND PERMANENT CONTRACTS - Nil**
- E. **OTHER MATTERS REQUIRING BOARD ATTENTION - Nil**

SECTION IV D. Russon, Manager, Employee Relations

A. **APPOINTMENTS AND TRANSFERS**1) **Promotions**

That **LEANNE YARWOOD**, Secondary Vice-Principal, be appointed to the position of Acting Principal of a Secondary School, effective May 1, 1998, with salary according to the salary schedule.

B. **RESIGNATIONS, RETIREMENTS AND TERMINATIONS**1) **Resignations**

That the date shown for the following staff to Leave the Employ of the Board, be approved:

GIACINTO LAURETANI, Assistant Caretaker (Caretaking and Maintenance Staff), February 24, 1998

BARBARA MOSKALUK, Elementary Teacher, August 31, 1998

2) **Retirements**

That the resignation of **RUTH PRICE**, Elementary Teacher, for the purpose of retirement, effective June 30, 1998, be accepted with regret and the Board's gratuity be paid:

C. **LEAVES OF ABSENCE**1) **General Leaves**

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

PETER P. BRENT, Secondary Teacher, April 14, 1998 to June 30, 1998

RAY KNARR, Elementary Teacher, February 24, 1998

GREGORY RODGERS, Elementary Teacher, February 16, 1998

BONNIE TURNER, Elementary Teacher, January 14, 1998

2) **Leaves of Absence – "Four Over Five"**

That approval be granted for the request of **LORETTA LUELOFF**, Secondary Teacher, for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Secondary Collective Agreement for the second semester of the 1999-2000 school year.

3) **Reduced Workload Leave of Absence**

That the request of **ANNA GUSENBAUER**, Elementary Teacher, for a Reduced Workload Leave of Absence, 1.0 to .5, effective March 23, 1998 to August 31, 1998, be approved.

4) **Leave Extensions**

That the requests of the following staff for an extension of their Leaves of Absence, effective as shown, be granted:

INGRID SCOTT, Head Librarian (Administrative Staff), April 13, 1998 to August 31, 1998

SUZANNE SOLNIK, Elementary Teacher, September 1, 1998 to August 31, 1999

5) Return from Leave of Absence

That the following staff be returned from Leaves of Absence, effective as shown:

NATALIE BOTTS, Elementary Teacher, September 1, 1998

ANNA GUSENBAUER, Elementary Teacher, March 23, 1998 (.5)

JANET MACLEOD, Secondary Teacher, March 30, 1998

JOYCE WHITTLE, Elementary Teacher, September 1, 1998

D. PROBATIONARY AND PERMANENT CONTRACTS

1) Probationary Staff

That the following be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

KATHI M. KIMMINS, Educational and Lunchroom Assistant Staff, February 23, 1998

JEFFREY MORGAN, Secondary Teacher, April 1, 1998

MARIA PERRI, Secondary Teacher, March 2, 1998

ALICE KAWECKI, Secondary Teacher, March 23, 1998 (2/6) (2/3 Sem. 2)

E. OTHER MATTERS REQUIRING BOARD ATTENTION - nil

1) Timetable Changes

That the timetable change of NATALIE DICOSMO, Secondary Teacher, from 2/6 to 3/6 (3/3 Sem. 2), effective March 23, 1998, be approved with salary according to the salary schedule.

* * * * *

3. Staffing Reports

(a) It was moved by J. Rogers: That the Full Time Equivalent Positions as of March 1, 1998 be received for information.

(b) It was moved by J. Bishop: That the Report on Supply Teacher Usage as of January 31, 1998 be received for information.

(c) It was moved by E. Johnstone: That the Temporary Assistance Report - Substitute Cleaner/Casual Assistance Usage as of March 1, 1998 be received for information.

(d) It was moved by J. Rogers: That the Temporary Assistance Report - 1996-1997 and 1997- 1998 Temporary Assistance Expenditures as of January 31, 1998 be received for information.

4. Elementary Student Achievement Profile (ESAP)

It was moved by J. Bishop: That the following statement in the resolution, adopted by the former City Board, be rescinded:

Seventh Report of the Program Committee - June, 1997

2. (c) That ESAP shall be used in all elementary schools to produce all grades 1-8 student progress reports by January, 1999.

5. Anaphylaxis Policy

It was moved by J. Rogers: That the Draft School Health Support Services Policy, including Procedures for Administration of Prescribed Emergency Medication, be forwarded to the Joint Advisory Committee and Special Education Advisory Committee for review.

6. Status of Transition Committees

It was moved by J. Dewar: That the Report regarding Status of Transition Committees be received for information.

7. Special Education Advisory Committee - Requested by Trustee Bishop

It was moved by J. Bishop: That the issue of Reporting Process for Special Education Advisory Committee be referred to the administration.

8. Seaton/Sheffield School Council Re School Council Clusters

It was moved by J. Bishop: That the correspondence from Seaton/Sheffield School Council re School Council Clusters be received for information.

9. Ancaster Senior School Council re Design and Technology, Family Studies, Library and Guidance

It was moved by J. Bishop: That the correspondence from the Ancaster Senior School Council re Design and Technology, Family Studies, Library and Guidance be referred to the appropriate Transition Committee.

10. Petition re Kindergarten Scheduling

It was moved by J. Bishop: That the petition regarding Kindergarten Scheduling be referred to the Junior Kindergarten Transition Committee.

11. Ministry of Education and Training re Board Hosting Secondary School Reform Information and Planning Session

It was moved by E. Johnstone: That the correspondence from the Ministry of Education and Training regarding the Board Hosting Secondary School Reform Information and Planning Session be received for information.

Report of 1998 03 241. The Eden Project (Electronic Distributive Education Network) Letter Of Agreement

It was moved by J. Rogers : That the Hamilton-Wentworth District School Board authorize the signing of the Eden Project (Electronic Distributive Education Network) Letter of Agreement.

H. Bullock asked that Clause 1. (c) be considered separately.

When the discussion focused on the order of steps outlined under Clause 7. of 1. (c), it was moved in amendment by B. Wallace that Clause 1. (c) be tabled and referred to the Director of Education to re-work the order.

CARRIED, 6 IN FAVOUR, 4 OPPOSED.

A. Greenleaf agreed to report back to the Education Committee in April, clarifying that he would be re-working the order only and not the policy itself.

To the motion, as amended, CARRIED.

R. Woodworth drew the Chair's attention to the Rules of Order which states the Chair of the Board votes at Standing Committee meetings only if attending to make a quorum.

R. Mulholland indicated that he would be scheduling a full-day in-service for trustees to consider and clarify the Board's Rules of Order.

9.1 Personnel Recommendations

RESOLUTION #98-93: It was moved by H. Bullock, seconded by B. Wallace that RESOLUTION #97-256 (C-5[III-C-1B]) be rescinded.

CARRIED by the required two-thirds majority.

RESOLUTION #98-94: It was moved by J. Rogers, seconded by E. Johnstone that, in accordance with Article 18.01(b) of the C.U.P.E. Collective Agreement - Clerical Unit, it is recommended that DIANNE WOJTASIK, Secretary at Flamborough Centre School, be granted a general leave of absence, effective January 5, 1998 to March 31, 1998 inclusive (12 weeks and 2 days).

CARRIED UNANIMOUSLY.

10. Report of the Business Committee

RESOLUTION #98-95: In L. Orban's absence, it was moved by B. Wallace, seconded by L. Peddle that the Report of the Business Committee dated March 12, 1998 be approved as follows:

1. Delegations

1. It was moved by W. Hicks: That the Presentation re Student Accommodation - Flamborough, including the following recommendations, be referred to the Accommodation Sub-Committee, Transitions:

(a) That Flamborough be provided a new elementary school by September 1998.

(b) That a new elementary school in Waterdown be listed as the number one priority on the Capital Expenditure list for new construction.

2. It was moved by R. Woodworth: That the Board write a letter to the provincial government pointing out the urgency of the student accommodation concerns in Flamborough and that reference be made to the Wentworth County report re Waterdown Accommodation Study Team Recommendations.

2. Board Referrals(a) Terms Of Reference

It was moved by H. Bullock: That the following Terms of Reference - Business Committee, as amended, be approved:

The Business Committee has the responsibility for advising the Board on specific aspects relating to properties and finances of The Hamilton-Wentworth District School Board, in accordance with the Education Act and the policies of the Board.

In particular, but not limited to, the Committee shall:

1. Receive and discuss briefs from any individuals, groups or delegations, followed by appropriate disposition of said briefs.

2. Review the Capital Expenditure Multi-Year Forecast, including supporting documentation, prior to Board approval and submission to the Ministry of Education and Training, as required.

3. Ensure that all existing policies are strictly adhered to as they affect the work of this committee.

4. Approve and monitor the planning and construction of new buildings and additions or alterations to existing buildings.

(a) Initiate and monitor the disposal of surplus properties as determined by the Board;

(b) Initiate and monitor the disposal and transfer of surplus equipment.

5. Monitor existing and future school needs with respect to student population and the provision of education.
6. Recommend to the Board any possible closure of Board-owned facilities.
7. Approve, monitor and review the Board's Transportation Policy and Regulations. Any amendments and revisions are to be completed and approved no later than the 15th day of April in each year.
8. Committee shall appoint a representative from its members to sit on the School Transportation Safety Committee.
9. Approve, monitor and review policies relating to the following:
 - a) the investment and borrowing of funds;
 - b) the provision of bursaries and scholarships and other awards for attainment by pupils of the schools within the jurisdiction of the Board;
 - c) the administration of all trust funds of the Board;
 - d) the supervision of the books, accounts, documents, vouchers, money, debentures, and securities of the Board, and all funds collected in or by the schools for any purpose whatsoever;
 - e) regulation of internal controls connected with the receipt and payment of money;
 - f) ensuring that proper security of the specified officials has been obtained in accordance with Section 198(2) and (3) of the Education Act;
 - g) school accommodation;
 - h) purchase, maintenance, rental, and sale of school properties and buildings;
 - i) provision for adequately insuring the buildings and equipment of the Board and for insuring the Board and its employees and volunteers who are assigned duties by the principal against claims in respect of accidents incurred by pupils while under the jurisdiction or supervision of the Board;
 - j) annual external auditor's report;
 - k) health and safety, purchasing, including tendering policies.
10. Review all items with financial implications which must be referred to the Business Committee from other committees before submission to the Board.
11. Consider any other financial matters within the jurisdiction of the Board and report to the Board at regular intervals.

(b) Alcoholic Beverages On Board Premises

It was moved by W. Hicks: That no alcoholic beverages shall be allowed on Board premises without the permission of the Board.

(c) Environmental Protection Act Order - Tapleytown School

It was moved by R. Mulholland: That the report re Environmental Protection Act Order - Tapleytown School be received for information.

3. LEIC Property Sub-Committee Recommendations

- (a) It was moved by R. Woodworth: That eight portable classrooms be identified from within existing inventory and be designated for relocation as follows:

Ancaster Senior	1 portable
Flamborough Cluster	2 portables
Helen Detwiler	2 portables
Janet Lee	1 portable
Lake Avenue	1 portable

Viscount Montgomery 1 portable
 8 portables

and that the associated cost of \$90,000 for the relocation of portables be included in the stub year budget as expenditures for Capital.

(b) It was moved by H. Bullock: That the Glenwood program at Glenwood School in Ancaster be relocated to Fairview School in Hamilton effective September 1, 1999.

4. Family Claim Form Report

It was moved by R. Woodworth: That the Family Claim Form Report be received for information.

5. Comprehensive Energy And Water Reduction Program - Cash Incentive From Union Gas

It was moved by R. Mulholland: That The Hamilton-Wentworth District School Board accept the cash incentive of \$100,000 from Union Gas in support of the Comprehensive Energy and Water Reduction Program, through entering into a Memorandum of Agreement outlining the incentive.

6. Escalator Service - Scott Park Secondary School

It was moved by W. Hicks: That the report re Escalator Service - Scott Park Secondary School be received for information.

7. County Planning Report

(a) It was moved by R. Woodworth: That The Hamilton-Wentworth District School Board approve the County Planning Report dated March 4, 1998, excluding Clauses S1 to S12 (Stoney Creek) and Clause D3 (Dundas).

(b) It was moved by H. Bullock: That the administration be directed to consult with the Hamilton-Wentworth District Catholic School Board regarding the possibility of the joint planning and acquisition of an elementary school site in the Meadowlands.

Clause (c) amended at Board.

(c) It was moved by W. Hicks: That Clauses S1 to S12 (Stoney Creek) in the County Planning Report dated March 4, 1998 be approved.

(d) It was moved by W. Hicks: That Clause D3 (Dundas) in the County Planning Report dated March 4, 1998 be approved.

8. School Trips

It was moved by H. Bullock: That the following trip requests be approved:

a) Grades 8 to 12 - Adelaide Hoodless, Hillcrest, Lake Avenue, R. A. Riddell, Ryerson, Tweedsmuir; Hill Park, Sir John A. Macdonald, Sir Winston Churchill, Westdale Schools - Trip to underground railroad, Windsor from May 13 to 14, 1998, inclusive;

b) Grades 4 to 5 - George R. Allan School - Computer Trip - Madison Heights, Michigan on March 21, 1998;

c) Grade 8 - Ryerson School - Camping Trip - Camp Mini Yo We from May 26 to 29, 1998 inclusive;

d) Grade 7 - Viscount Montgomery School - History Trip - Ottawa from June 23 to 25, 1998 inclusive;

e) Grades 8 to 13 - Glendale Secondary School - Music Performance - Darien Lake on June 5, 1998;

- f) Grades 9 to O.A.C. - Sir Winston Churchill Secondary School - Stratford Festival - Stratford on May 20, 1998;
- g) Grades 9 to O.A.C. - Sir Winston Churchill Secondary School - Cultural/History Trip - Washington, U.S.A. from May 20 to 23, 1998 inclusive.

9. Logo Contest Evaluation Team Decision

It was moved by W. Hicks: That the Logo Contest Evaluation Team be requested to shortlist 5 logo designs and that the submitters be invited to provide a short presentation regarding the history and background of their logo design at a Caucus called by the Chair of the Board.

10. Toni Skarica, MPP - Wentworth North Re Head Lice

It was moved by R. Mulholland: That the correspondence from Toni Skarica, MPP - Wentworth North re Head Lice be received for information.

11. Bruce Thomson Re Homeschool Request For School Use

It was moved by L. Peddle: That the request from the Grindstone Creek Christian Home Educators to access public school facilities during school hours to enhance their homeschool programs be denied.

12. Girl Guides Of Canada - "AGGIE 99"

It was moved by H. Bullock: That the request from the Girl Guides of Canada to use the facilities at Saltfleet High School for their "Aggie 99" event during the weekend of April 23 thru April 25, 1999 be endorsed and that administration be authorized to negotiate a rental agreement with the Girl Guides of Canada.

B. Wallace asked that Clause 7. be voted on separately.

Moved in amendment by B. Wallace, seconded by R. Woodworth that the following Clause, lost at Committee, be lifted into the body of the report to replace Clause 7. (c):

It was moved by R. Woodworth: That the recommendations relating to Stoney Creek in the County Planning Report dated March 4, 1998 be approved, excluding Clauses S3, S6, S10 and S11.

In support of the amendment, it was noted by some trustees that

- another 68 students, which these Clauses would generate, would add to the already serious overcrowding in the schools in these areas
- the Planning firm bases its recommendations to the Board on planning requirements not educational concerns
- the previous County Board started objecting to proposals for similar accommodation concerns

The Chair asked that a letter be sent to Stoney Creek advising them of the overcrowding problems our schools in this area are experiencing. He advised that a motion directing this action was not necessary.

When it was questioned, A. Greenleaf noted that the Planning Report has never been filtered through Executive Council. By practice, the Consultants have dealt directly with the appropriate Superintendent and Standing Committee of the Board. K. Waters noted this was the agreed process at the former County Board in presenting the direction and advice of the planning consultants to the trustees.

One trustee, while appreciating the consultant's opinion from a planning perspective, felt that the educational impact (i.e. programming, accommodation) should be considered by the senior administration prior to presentation to the trustees.

K. Waters suggested that the Officials do take advice from the experts relative to the municipal act. It is within the role of the trustees, however, to accept or reject the planning proposals based on other political issues and concerns.

To the amendment, CARRIED UNANIMOUSLY.

It was moved in amendment by W. Hicks, seconded by L. Peddle that Clause 7. be referred to Executive Council to bring back a report to the Business Committee.

As mover the motion, W. Hicks noted it was important for trustees not familiar with the county areas to have feedback from the Officials along with the information from the Consultants.

In opposing the amendment, some trustees felt that Executive Council could not bring any further insight but would only confirm the existence of the problems as outlined. It was suggested that trustees familiar with the areas they represent have a responsibility to alert their fellow trustees to these political concerns. Inviting the planning consultants to a future Business Committee to make a short presentation was suggested as an alternative to referring the report back to the officials.

To the amendment, LOST.

H. Bullock, J. Bishop and R. Woodworth asked to be recorded as being opposed to Clause 7. (d)

The members agreed to accept J. Bishop's changes to Clause 2. as friendly amendments as follows:

1. (a) 9. (k) health and safety
 - (l) purchasing, including tendering policies. *[previously listed under (k)]*
10. Review all items with financial implications "**that are**"-NEW ['which must be'-deleted] referred to the Business Committee from other committees before submission to the Board.
11. Consider any other financial matters within the jurisdiction of the Board "**including arbitration cases**"-NEW and report to the Board at regular intervals.

E. Johnstone asked to be recorded as opposed to Clauses 2. (b) and 11.

Moved in amendment by H. Bullock, seconded by R. Woodworth that the following Clause, lost at Committee, be lifted in to the body of the report as Clause 2. (a) 12.

It was moved by H. Bullock: That the budget process and monitoring be included in the Terms of Reference of the Business Committee.

Trustees opposed to the amendment believed that all trustees should be involved in the development and approval of the budget.

Trustees in support of the amendment noted that all recommendations of the Business Committee would come to Board for approval. The purpose of moving to a Standing Committee structure was to divide the work of the Board among the trustees and to allow a smaller group of trustees

to work diligently on their area of responsibility. The Board as a whole should respect a division of responsibilities among the trustees and learn to trust each other. It was noted that all trustees can attend and ask questions at Committee meetings; making motions and voting are the only limitations. It also noted that this method had worked successfully in the former County Board.

During discussions, the current structure of the Standing Committees whereby only Committee members are allowed to make motions and vote was called into question.

To the amendment, LOST, 4 in favour, 5 opposed, 1 abstention.

To the motion, as amended, CARRIED, 5 in favour, 3 opposed and 2 abstained.

11. Report of the Salary Committee

RESOLUTION #98-96: It was moved by W. Hicks, seconded by L. Peddle that the Terms of Reference - Salary Committee be approved as follows:

Terms of Reference - Salary Committee

It shall be the responsibility of the Salary Committee to:

- 1. Conduct negotiations with appropriately designated employee groups.**
- 2. (a) Report to the Board on progress in negotiations.**
(b) Submit all tentative agreements reached between the employee groups and the Salary Committee to the Board for ratification.
- 3. Review and make recommendations to the Board about matters arising from employment legislation.**
- 4. Recommend to the Board outside assistance for negotiations and the person or persons to be used.**
- 5. Receive direction from the Board on clearly stated objectives to be achieved during negotiations.**
- 6. Meet with the Director and/or appropriate administrative staff when deemed appropriate, during any set of negotiations, in order to maintain close liaison with the administration.**
- 7. Maintain close liaison with the Ontario Public School Boards' Association so that committee members may be fully informed about new developments in negotiations across the province.**
- 8. Consider matters referred by the Board, by other Standing Committees, or by the administration which may be related to, but not necessarily specified in, employee group collective agreements.**
- 9. Review and recommend salary, benefit adjustments and terms and conditions of employment for all non-union administrative employees.**
- 10. Review and make annual recommendations to the Board with respect to the salary policy determination for non-union administrative employees.**

CARRIED UNANIMOUSLY.

H. Bullock noted that nothing had been forthcoming to her since her request at a previous meeting that notices, agendas and minutes of the Salary Committee meetings be forwarded to her.

RESOLUTION #98-97: It was moved by H. Bullock, seconded by J. Dewar that the Salary Committee meeting notices, agendas and minutes be included in the Board package.

H. Bullock clarified that her motion was directed to Salary Committee meetings and not negotiating dates.

To the motion, CARRIED.

11. Report of the Special Education Advisory Committee

B. Shepherd, Chair of SEAC, presented the report to the Board.

RESOLUTION #98-98: It was moved by J. Bishop, seconded by B. Wallace that the Report of the Special Education Advisory Committee dated February 24, 1998 be adopted as follows:

1. Appointment to the Special Education Advisory Committee

It was moved by T. Parker:

(a) That Dave Stupple be appointed the representative of VOICE - For Hearing Impaired Children on the Special Education Advisory Committee.

(b) That Kathi Jackson be appointed the alternate representative of the Wentworth County Home and School Associations on the Special Education Advisory Committee.

2. Services for Blind Students

Whereas, it has been drawn to SEAC's attention that there has recently been difficulty accessing Ministry of Education and Training funding to provide alternative educational programs for blind students,

(a) It was moved by J. Bishop: That the Special Education Advisory Committee request the Board to relay concerns regarding funding for alternative educational programs for blind students to the Ministry of Education and Training.

(b) It was moved by T. Parker: That the Chair of Special Education Advisory Committee send a letter to the Ministry of Education and Training relaying concerns regarding funding for alternative educational programs for blind students.

CARRIED.

13. Transitional Issues

M. Matier reported that this week has seen the beginning of the majority of the sub-committee meetings. Noting a total membership of 360 people, the Committees are establishing short timelines to address their mandates and some have broken into work groups to further facilitate their work. M. Matier hoped that recommendations will start to come forward from these sub-committees in May.

M. Matier then drew the members' attention to the request for trustee appointments to the Transitions Steering Committee which will monitor the work and co-ordinate the recommendations of the sub-committees as well as assist in developing timelines. He assured the members this will not be a decision-making committee.

RESOLUTION #98-99: It was moved by J. Dewar, seconded by E. Johnstone that Trustees Judith Bishop and Heather Bullock be appointed to the Transitions Steering Committee.

While expressing appreciation to the trustees who have agreed to sit on this Steering Committee, a trustee noted her expectation that all trustees would have been asked to put their names forward if interested.

To the motion, CARRIED.

14. Preliminary 1997 Financial Results

D. Grant presented the Report.

RESOLUTION #98-100: It was moved by J. Rogers, seconded by E. Johnstone that The Hamilton-Wentworth District School Board approve the transfer of working reserves of any monies not required to finance actual 1997 expenditures of the former City and County Boards.

D. Grant agreed to include both the final figure transferred and how it was determined when the 1997 financial statements are presented.

To the motion, CARRIED.

D. Grant elaborated on the new funding model announcements by the government earlier this week. He noted that the Minister referenced general concepts within the model but was not specific on numbers or how some grants were calculated. For the Board's awareness, D. Grant relayed that the officials have not had the opportunity to analyze the information received today specific to this Board. Another report is anticipated from the Ministry comprised of the technical papers which generated the figures shown. He noted that as time progresses, more detailed information is being released which will assist the officials in doing an in-depth study on what the new funding model means to our system.

D. Grant offered to comment on the funding model concept as released to date. The Ministry has established two spending categories - classroom vs. nonclassroom - from which the reallocation of spending patterns will result. While the grant differential may not be significant, the impact may result in the redirecting of monies. While the funding model also provided benchmark information in establishing acceptable levels of spending in some areas, more information is required to fully understand the implications. Nonclassroom spending has been defined as board administration, department heads, the Director and Senior Officials, custodial, Trustees, debt charges, teacher preparation time, transportation, teacher consultants, school operations, continuing education, principals and vice-principals and clerical staff in the schools.

The Ministry's media release clearly pointed to the decision about how to allocate the fixed resource base as the responsibility and role of schools boards; that is, to decide how best to allocate resources within the budget lines established by Ministry direction. The funding model balances the need for local flexibility with province-wide direction concerning limitations to protect key programs and services. The emphasis is on accountability with school boards being required to submit an annual financial report card at the end of the each school year including specific explanations as to why monies may have been spent differently than the Ministry calculated in grant monies.

Emphasizing that the information to date is not complete and timelines are still unknown, the officials are just beginning to digest the information.

15. Report re Superintendent of Operations

A. Greenleaf spoke to the report, referencing D. Grant's earlier comments around the unknown factors within the new funding model. Until further decisions are made, the attempt will be made to maintain the Operations portfolio through co-operation among the Senior Officials.

RESOLUTION #98-101: It was moved by J. Dewar, seconded by E. Johnstone that the Report re Superintendent of Operations be received for information.

CARRIED.

16. The Hamilton-Wentworth District School Board Logo

RESOLUTION #98-102: It was moved by J. Bishop, seconded by J. Dewar that the design by Glen Brown of Memorial School staff and chosen by the Logo Contest Evaluation Team be approved by the trustees for use throughout The Hamilton-Wentworth District School Board.

J. Bishop noted the Selection Committee's intent to mount an exhibition of all the designs submitted.

To the motion, CARRIED, 6 in favour, 3 opposed and 1 abstained.

17. Transfer of Employees

D. Russon noted that the resolution is taken from the action recommended by the Education Improvement Commission. She noted that:

- 44 employees have indicated their acceptance of the transfer
- the French Language Board has agreed that CUPE members will remain with this Board
- 1 employee has appealed the transfer and the appeal process has begun

RESOLUTION #98-103: It was moved by B. Wallace, seconded by R. Woodworth that The Hamilton-Wentworth District School Board adopt the following resolution:

- (i) The Hamilton-Wentworth District School Board (DSB#21) approves the proposed transfer of employees as set out in the Joint Request made by The Hamilton-Wentworth District School Board and the Le Conseil scolaire de district Centre-Sud-Quest on August 31, 1998 at the latest; and
- (ii) the proposed transfer of employees will not unduly impair the ability of The Hamilton-Wentworth District School Board (DSB#21) to exercise its powers, carry out its duties and conduct its day-to-day operations.

CARRIED.

18. Hamilton District Society for Disabled Children re Alternate representative on SEAC

RESOLUTION #98-104: It was moved by J. Bishop, seconded by H. Bullock that Mark Matson be appointed to the Special Education Advisory Committee as the alternate representative for the Hamilton District Society for Disabled Children.

CARRIED.

19. School Trips

RESOLUTION #98-105: It was moved by H. Bullock, seconded by W. Hicks that the following school trips be approved:

- (a) Grade 6 - G. L. Armstrong School - Camping Trip, Camp Wanakita from May 19 to 22, 1998 inclusive;
- (b) Grade 8 - G. L. Armstrong School - History Trip, Ottawa from May 20 to 22, 1998 inclusive;
- (c) Grade 7 - G. L. Armstrong School - History Trip, Midland from June 11 to 12, 1998 inclusive;
- (d) Grades 10 to OAC - Sir Allan MacNab School - Junior Band Performance, Chatham from April 23 to 25, 1998 inclusive;
- (e) Grades 11 to OAC - Westdale School - Drama Festival, Chatham from March 31 to April 3, 1998 inclusive;

(f) Grades 9 to OAC - Westmount School - Mehock Relays, Mansfield, Ohio, U.S.A. from April 16 to 18, 1998 inclusive;

(g) Grades 9 to OAC - Westmount School - Music Festival, Chicago, U.S.A. from April 22 to 26, 1998 inclusive.

CARRIED.

20. Questions of Committee Chairs

Nil.

21. Chairs' Reports

R. Mulholland reported he attended the Parkside High School International Day where the focus was on the elimination of racism and appreciated the opportunity to witness the wonderful things that were happening. As well, he attended the City Wide String Orchestra concert in Hamilton Place where the Director made welcoming remarks on the Board's behalf and he participated as a judge at the Dundas Public Schools public speaking competition.

R. Woodworth indicated he also attended the finals for the public speaking contest in the County and, noting how impressed he was with the young people who participated, hoped this worthwhile tradition would extend into the City schools as well.

One member emphasized the need to ensure that delegations who make presentations to the Standing Committees are informed when their concerns are going to be addressed by the officials and that this process be conveyed to the group who presented to the Business Committee.

W. Joudrie noted that, in this particular situation, he has had ongoing conversations with the Co-Chairs of the Guy Brown School Council and believed the Board was being viewed in the community as open and approachable.

22. OPSBA Report

J. Bishop reminded the trustees of the Central West Regional Council meeting being, hosted by this Board, on Saturday, April 4, 1998.

B. Wallace encouraged early registration and accommodation bookings for the Annual General Meeting in Niagara Falls from June 11-14, 1998.

CORRESPONDENCE

RESOLUTION #98-106: It was moved by J. Rogers, seconded by E. Johnstone that the following correspondence be received and filed:

23. Thanks for the Board's expressions of sympathy, families of Donald Hewitt and Doug Watson

24. Ontario Federation of Home & School Associations re appreciation for support at Information Night

25. Ontario School Library Association re nomination for 1998 Award of Excellence
CARRIED.

RESOLUTION #98-107: It was moved by J. Dewar, seconded by W. Hicks that the following correspondence be referred to the Director:

26. Chad Isnor re permission to survey staff of schools (A. Greenleaf)

A. Greenleaf noted that he could not recommend the Board grant permission to conduct the survey in view of the personal information being solicited and indicated he would inform Mr. Isnor accordingly.

To the motion, CARRIED.

RESOLUTION #98-108: It was moved by B. Wallace, seconded by H. Bullock that the following correspondence be referred to the Education Sub-Committee of the Transitions Committee:

- 27. Wentworth Kindergarten Association re all day/alternate day kindergarten
- 28. Toni Skarica re Junior Kindergarten programs
- 29. Resolution from Ottawa-Carleton District School Board re funding of JK for 1998-99
- 30. Pleasant Valley School Council re every-day, half-day kindergarten

CARRIED.

RESOLUTION #98-109: It was moved by H. Bullock, seconded by J. Dewar that the following correspondence be received and filed:

- 31. Mayor Robert Wade, Town of Ancaster, re 1998 Ancaster Community Food Drive

RESOLUTION #98-110: It was moved by E. Johnstone, seconded by J. Bishop that the following correspondence be referred to administration:

- 32. City of Hamilton re Task Force to Consider Dogs in Parks Leash Free

CARRIED.

RESOLUTION #98-111: It was moved by L. Peddle, seconded by B. Wallace that the following correspondence be referred to the Accommodation Sub-Committee of the Transitions Committee:

- 33. Glenwood School Council re current program and school facility

CARRIED.

RESOLUTION #98-112: It was moved by B. Wallace, seconded by W. Hicks that the following correspondence be referred to the Education Committee:

- 34. Hamilton Secondary School Principals' Council re occasional teachers' list

CARRIED.

RESOLUTION #98-113: It was moved by E. Johnstone, seconded by J. Rogers that the following correspondence be received and filed:

- 35. MOET re approval of funding for the "Grade 11 Work Experience Program"
- 36. Keel Cottrelle re Names of District School Boards

CARRIED.

RESOLUTION #98-114: It was moved by E. Johnstone, seconded by H. Bullock that the following correspondence be received and filed:

- 37. Canadian Education Association re continuing service pending membership approval

CARRIED.

DISTRIBUTION

38. Business Functions Flow Chart

A. Greenleaf noted the information was presented in response to trustee requests for information regarding the managerial line supporting the Superintendencies.

RESOLUTION #98-115: It was moved by J. Dewar, seconded by B. Wallace that the Business Functions Flow Chart be received for information.

A. Greenleaf responded to a question that the assignment of tasks in the business panel is still incomplete and as further discussions are held, there would likely be an additional assignment to this area.

To the motion, CARRIED.

RESOLUTION #98-116: It was moved by J. Dewar, seconded by J. Rogers that the following be received for information:

39. Memorandum from the Ministry of Education and Training re Amendment to Regulation 304 - School Year and School Holidays be received for information.

CARRIED.

23. PUBLIC QUESTIONS OF CLARIFICATION

D. Grant responded to a question from Joe Coleman that he anticipates that classroom lighting will be classified as a nonclassroom expense. R. Mulholland responded to Mr. Coleman's further question that any likelihood of school closures would be dealt with in-camera.

RESOLUTION #98-117: It was moved by J. Dewar, seconded by E. Johnstone that the Board meet in-camera.

The Board then met in-camera with the open session resuming at 11:15 p.m.

RESOLUTION #98-118: It was moved by R. Woodworth, seconded by E. Johnstone that all motions made in-camera be adopted as follows:

4. Report of the Business Committee

On behalf of L. Orban, it was moved by R. Woodworth, seconded by E. Johnstone that the Report of the Business Committee dated March 12, 1998 re Transfer of Assets to District School Board #58 be adopted.

5. Flamborough Option to Purchase School Board Lands

It was moved by R. Woodworth, seconded by H. Bullock that The Hamilton-Wentworth District School Board approve the proposal received from the Town of Flamborough dealing with a plan to provide accommodation for pupils on school board lands adjacent to Waterdown District High School, subject to Ministry of Education and Training approval, if necessary, and review by the Board's solicitor.

6. Transfer of Assets to District School Board #58

It was moved by B. Wallace, seconded by J. Rogers Be it resolved that the recommendations regarding the transfer of assets to District School Board #58 be approved as presented.

7. Committee of Review Report

It was moved by R. Woodworth, seconded by E. Johnstone that the Committee of Review Report dated March 13, 1998 be adopted as presented.

8. Principal Appointment

It was moved by B. Wallace, seconded by R. Woodworth that RICK HIRST be placed as Principal at Ancaster Senior Public School commencing April 1, 1998.

9. CORRESPONDENCE

Two pieces of correspondence were received and referred as appropriate.

10. SUSPENSION REPORT

Received for information.

CARRIED.

The Chair noted the presence of the Town of Flamborough Mayor McMeekin and a member of Council and conveyed to them the Board's approval of their proposal to purchase school board lands.

RESOLUTION #98-119: It was moved by R. Woodworth, seconded by B. Wallace that the Board meeting adjourn, this being done at 11:15 p.m.

CAB ON HW WAG

ULAR BOARD MEETING - APRIL 16, 1998

A33

A G E N D A8:00 p.m.

URBAN MUNICIPAL

R. Mulholland

APR 16 1998

1. Call to Order
2. Opening Reading/Prayer/O'Canada
3. Public Question Period
4. Approval of Minutes (March 24 and March 26, 1998)
5. Business Arising from Minutes
6. Approval of Agenda

GOVERNMENT DOCUMENTS

PRESENTATIONS

7. (a) Teacher of the Year Award, Ontario Cosmetology Teachers' Association (Sue Jones) L. Currie
- (b) Oral Communications Festival Winners A. Greenleaf/M.Ellis

ACTION ITEMS:

8. Reports of the Education Committee B. Wallace
 - (a) Broadside Pages 8a to 8a-4
 - (b) 1998 04 16 Report-to be distributed at meeting
9. Report of the Business Committee (Broadside Pages 9 to 9-1) L. Orban
10. Report of the Special Education Advisory Committee
11. Hamilton Council of Home and School Associations re rep on SEAC A. Greenleaf
12. Transitional Issues M. Matier
13. Report re Operations Portfolio A. Greenleaf
14. Staff Placement Report D. Grant
15. Questions of the Committee Chairs
16. Chairs' Reports R. Woodworth/R. Mulholland
17. O.P.S.B.A. Report J. Bishop

CORRESPONDENCE:

18. Ancaster High School Advisory Council re Capital Requests for 1998/Major Projects
19. Trees for Life Canada re invitation to Principal to join delegation to China (W. Joudrie)
20. MOET confirmation of transfer payment for implementation of Provincial Report Card (Administration)
21. Hamilton East Community Services re thanks for support for obtaining property easement
22. Hamilton-Wentworth Regional Police re thanks for assistance in an investigation
23. B. and J. Porter re teacher-librarians
24. Copy of invitation to Assistant Deputy Minister to accommodation update meeting
25. EIC response to parental letters regarding new school facilities in Waterdown
26. EIC re confirmation of name of DSB #21

DISTRIBUTION:

Nil.

27. **Public Questions of Clarification**Future Meetings:

- | | | |
|--------------------------------------|----------------|-----------|
| Special Education Advisory Committee | April 28, 1998 | 7:15 p.m. |
| Education Committee | May 7, 1998 | 6:30 p.m. |
| Business Committee | May 14, 1998 | 6:30 p.m. |
| Regular Board | May 21, 1998 | 8:00 p.m. |
| Special Education Advisory Committee | May 27, 1998 | 7:15 p.m. |

M I N U T E S

DRAFT

MINUTES OF THE EDUCATION COMMITTEE

April 2, 1998

Those present: Bruce Wallace, (Chair), Judith Bishop, Janice Dewar (arrived at 6:36 p.m.) Eleanor Johnstone, Joseph Rogers and Ray Mulholland.

Also present: Heather Bullock (arrived at 6:40 p.m.), Wes Hicks, Lillian Orban and Reg Woodworth.

In attendance: Allan A. Greenleaf (Director of Education and Secretary), Marguerite Botting (Superintendent of Instructional Services), Ken Bain (Superintendent of Education - County West), Elizabeth Bond (Superintendent of Education - Secondary East, Secondary Restructuring Lead), Krys Croxall (Superintendent of Education - County East), Pat Gillie (Superintendent of Education - Mountain East), Don Grant (Superintendent of Business and Treasurer), Wayne Joudrie (Superintendent of Education - City East) and Ken Waters (Superintendent of Education - Secondary West, Secondary Operations Lead).

Also in attendance:

Deborah Russon, Manager - Employee Relations

The Chair called the meeting to order at 6:34 p.m. He then welcomed and introduced Marguerite Botting, the recently appointed Superintendent of Instructional Services.

2. APPROVAL OF THE MINUTES OF MARCH 5 AND 24, 1998:

It was moved by J. Rogers: That the minutes of March 5, 1998 be approved as distributed.
CARRIED.

It was moved by E. Johnstone: That the minutes of March 24, 1998 be approved as distributed.
CARRIED.

3. BUSINESS ARISING FROM THE MINUTES

Nil.

4. APPROVAL OF AGENDA

It was moved by J. Rogers: That the agenda be approved as presented.

The Director drew attention to Revised Pages 6-4 and 6-5 of the Personnel Report, noting the shaded names were omitted from the recommendations due to a computer program problem.

To the motion, **CARRIED.**

5. BOARD REFERRALS

(a) DRAFT REGULATIONS FOR DELEGATION PRESENTATIONS TO COMMITTEE

At this point, one trustee expressed concern that per the Board's Rules of Order, the Chair of the Board should not be considered a member of a Standing Committee unless for quorum purposes.

R. Mulholland clarified that he will not be making a motion nor participate in the voting on any issues considered at Standing Committees.

Referring to Clause 7 of the draft Regulations for Delegation Presentations to Committee, one member questioned the order of the items listed, stating not all of these require a two-thirds majority vote.

In response, the Director suggested the trustee speak with him to address the concern.

It was moved by J. Bishop: That the Regulations for Delegation Presentations to Committee, as amended, be approved.

CARRIED.

(b) HAMILTON SECONDARY SCHOOL PRINCIPALS' COUNCIL (HSSPC) RE OCCASIONAL TEACHERS

It was moved by J. Dewar: That the concerns re the occasional teacher situation as outlined in the HSSPC letter be referred to the appropriate Business Transition Committee.

In response to the members' concerns, the following clarifications were provided:

1. It is anticipated that the investigation and review by the transition committee will result in the selection of the best employee management system for the Board.
2. The cost of the Substitute Employee Management System previously presented to the former City Board was \$120,000.
3. As a short-term solution to the occasional teaching staff problem, hiring will take place and these teaching positions will be in place until August 1998. A hiring cap will be set: 75 positions for the County Board and 23 for the City Board.

To the motion, **CARRIED.**

6. PERSONNEL REPORT

When one trustee noted some clauses in the recommendations were rescinding motions and required a two-thirds vote,

It was moved by J. Bishop: That the following recommendations in the Personnel Report dated April 2, 1998 be approved:

SECTION I K. Croxall, Superintendent of Schools

D. LEAVES OF ABSENCE - CHANGE IN DATES

That the dates of the leave granted to **Christine Kutteneuler**, Elementary Teacher at a previous meeting, be changed to: March 23, 1998 to August 31, 1998.

SECTION II W. Joudrie, Superintendent of Schools

D. LEAVE OF ABSENCE - DATE CHANGE

That the dates of the leave granted to **Cathy Rowe**, Elementary Teacher at a previous meeting, be changed to: January 14, 1998 to August 31, 1998.

SECTION III K. Waters, Superintendent of Schools**D. LEAVE OF ABSENCE - DATE CHANGE**

- a) That the dates of the leave granted to **Heidi Sheppard**, Secondary Teacher at a previous meeting, be changed to: February 3, 1998 to June 2, 1998.
- b) That the dates of the leave granted to **Janet Lehman**, Cleaner at a previous meeting, be changed to: April 29, 1997 to February 20, 1998.

SECTION IV D. Russon, Manager, Employee Relations**B. LEAVES OF ABSENCE****1) Change of Leave Date**

That the dates of the Leave of Absence granted to **Susan McKague**, Secondary Teacher, at a previous meeting, be changed to February 17, 1998 to August 31, 1998.

CARRIED.

It was moved by J. Bishop: That the remainder of the Personnel Report dated April 2, 1998 be approved:

SECTION I K. Croxall, Superintendent of Schools**A. APPOINTMENTS AND TRANSFERS - Nil****B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS****1) Retirement**

That in accordance with Article 17.02(b) of the Elementary Collective Agreement, it is recommended that the retirement of **John LeNoury**, Principal at Mountain View Public School, be accepted effective September 29, 1998.

C. LEAVES OF ABSENCE

- a) That a leave is granted to **Heidi Tadeson**, Teacher at Collegiate Avenue Public School, effective June 8, 1998 to January 3, 1999 inclusive (30 weeks).
- b) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **John LeNoury**, Principal at Mountain View Public School, be granted a general leave of absence, without pay or allowances, effective September 1, 1998 to September 28, 1998 inclusive (20 days).

E. PROBATIONARY AND PERMANENT CONTRACTS - Nil**F. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil****SECTION II W. Joudrie, Superintendent of Schools****A. APPOINTMENTS AND TRANSFERS - Nil****B. RESIGNATIONS, RETIREMENT AND TERMINATIONS - Nil**

C. LEAVES OF ABSENCE

- a) That in accordance with Article 18.02 of the Elementary Collective Agreement, a leave is granted to **Henry Wesselius**, Teacher at Grange Public School, from April 20, 1998 to June 26, 1998 inclusive (10 weeks).
- b) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **Deborah Vickers** be granted a .3 general leave of absence, without pay or allowances, effective March 28, 1998 to August 31, 1998.

D. PROBATIONARY AND PERMANENT CONTRACTS - Nil**E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil****SECTION III K. Waters, Superintendent of Schools****A. APPOINTMENTS AND TRANSFERS - Nil****B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS****1) Resignation**

The Administration wishes to inform the Board of the following resignation:

Sharilyn Arabia, Educational Assistant, effective March 9, 1998.

2) Retirement

That in accordance with the provisions in the C.U.P.E. Collective Agreement - Custodial and Maintenance Unit, it is recommended that the retirement of **Joy Frost**, Caretaker at Flamborough Centre School be accepted, effective May 30, 1998.

C. LEAVE OF ABSENCES

- a) That in accordance with Article 18.01(b) of the C.U.P.E. Collective Agreement - Custodial and Maintenance Unit, it is recommended that **Barbara Greathead**, be granted a general leave of absence from March 11, 1998 to March 10, 2000 inclusive (2 years).
- b) That in accordance with Article 18.03 of the Secondary Collective Agreement, it is recommended that **Alison Churchill-Cook**, Teacher at Parkside, be granted an extended leave, effective April 22, 1998 to August 31, 1998.

E. PROBATIONARY AND PERMANENT CONTRACTS - Nil**F. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil****SECTION IV D. Russon, Manager, Employee Relations****A. APPOINTMENTS AND TRANSFERS - nil****B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS****1) Resignations**

That the date shown for the following staff to Leave the Employ of the Board, be approved:

Daniel Horne, Educational Assistant (Educational and Lunchroom Assistant Staff), January 30, 1998

Joanne Pitilli, Elementary School Library Secretary (Clerical & Technical Staff), March 30, 1998

Edith Schroedter, Secondary Teacher, 1998 08 31

2) **Retirements**

That the resignations of the following staff for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Marilyn Bancsi, Elementary Teacher, June 30, 1998

Kathryn Brunt, Elementary Teacher, July 31, 1998

Lois Cascagnette, Assistant Caretaker (Caretaking and Maintenance Staff), June 30, 1998

Richard Duffin Jr., Caretaker (Caretaking and Maintenance Staff), June 30, 1998

Gwendoyne Foreman, Assistant Caretaker (Caretaking and Maintenance Staff), September 30, 1998

Theresa May, Educational Assistant (Educational and Lunchroom Assistant Staff), June 30, 1998

Archie McQueen, Elementary Teacher, June 30, 1998

Sofia Mikesic, Assistant Caretaker (Caretaking and Maintenance Staff), June 30, 1998

Tibor Nyilasi, Secondary Teacher, June 30, 1998

Eileen Ratford, Assistant Caretaker (Caretaking and Maintenance Staff), May 29, 1998

Esther Simpson, Elementary Teacher, June 30, 1998

B. **LEAVES OF ABSENCE**

1) **General Leaves**

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

Leigh-Anne Chiaravelle, Elementary Teacher, May 11, 1998 to December 31, 1998

Elizabeth Gauthier, Attendance Secretary (Secondary School Clerical & Secretarial Staff), April 24, 1998 to October 23, 1998

Donald Grasley, Site Leader (Administrative Staff), November 1, 1997

Janie Jarnevich, Attendance Secretary (Secondary School Clerical & Secretarial Staff), March 2, 1998 to August 31, 1998

Albert Likowski, Secondary Teacher, September 1, 1998 to January 31, 1999

Robert McCann, Computer Programmer (Clerical and Technical Staff), April 20, 1998 to April 16, 1999

Marlo Moore, Elementary Teacher, April 6, 1998 to December 4, 1998

Dianne Parr, Senior Speech & Language Pathologist (Administrative Staff), March 20, 1998 to July 16, 1998

Sharon Roth, Secondary Teacher, March 5, 1998

Rita Sorger, Secondary Teacher, September 1, 1998 to August 31, 1999

2) Leave Extensions

That the requests of the following staff for an extension of their Leaves of Absence, effective as shown, be granted:

Lisa Bingleman, Elementary Teacher, September 1, 1998 to December 31, 1998

Guy Bultez, Secondary Teacher, May 11, 1998 to May 15, 1998

Lesley Chiasson, Elementary Teacher, April 27, 1998 to June 9, 1998

Kawong Chung-Shipman, Elementary Teacher, September 1, 1998 to August 31, 1999

Kathryn Clemett, Elementary Teacher, September 1, 1998 to August 31, 1999

Josephine Falletta, Social Worker (Professional and Student Services Personnel), April 1, 1998 to October 30, 1998

Monique Giroux, Elementary Teacher, September 1, 1998 to August 31, 1999

Cynthia Grau, Elementary Teacher, September 1, 1998 to August 31, 1999

Gary Hewitt, Elementary Teacher, September 1, 1998 to August 31, 1999

Nelly Hirasawa, Secondary Teacher, September 28, 1998 to August 31, 1999

Marina Intson, Elementary Teacher, September 1, 1998 to December 31, 1998

Andrea Kay, Elementary Teacher, March 30, 1998 to August 31, 1998

Diana Kidd, Elementary Teacher, September 1, 1998 to August 31, 1999

Jacqueline Madigan, Elementary Teacher, September 1, 1998 to August 31, 1999

Cathy Morningstar-Misiak, Elementary Teacher, May 4, 1998 to August 31, 1998

Gwendolyn Ripco, Elementary Teacher, September 1, 1998 to August 31, 1999

Cornelia Schuster, Elementary Teacher, April 13, 1998 to August 31, 2000

Lynda Staley, Educational Assistant (Educational and Lunchroom Assistant Staff), March 9, 1998 to March 27, 1998 (.5)

Timothy White, Elementary Teacher, September 1, 1998 to August 31, 1999

Fern Zimmerman, Elementary Teacher, March 16, 1998 to August 31, 1998

3) Return from Leave of Absence

That the following staff be returned from Leaves of Absence, effective as shown:

Alayne Allan, Elementary Teacher, April 6, 1998

Guy Bultez, Secondary Teacher, May 18, 1998

Lesley Chiasson, Elementary Teacher, June 10, 1998

Anita Darrell, Secondary Teacher, April 13, 1998

Laura DiMatteo, Elementary Teacher, June 8, 1998

Susan Dunlop, Elementary Teacher, September 1, 1998

Nancy Holmes, Secondary Teacher, September 1, 1998

Jennifer Holmes-Dziuba, Elementary Teacher, September 1, 1998

Carol Jupp, Elementary Teacher, September 1, 1998

Kathryn Kohler, Elementary Teacher, September 1, 1998

D. Lynn Krusto, Elementary teacher, September 1, 1998 (.7)

Judith Lampman, Elementary Teacher, September 1, 1998 (.2)

Marion Low, Elementary Teacher, September 1, 1998

Lisa May, Secondary Teacher, April 6, 1998

Mary McDiarmid-Campbell, Elementary Teacher, March 2, 1998

Patti McMaster, Elementary Teacher, September 1, 1998

Bruce Quinn, Elementary Teacher, September 1, 1998

Cheryl Rowatt, Secondary Teacher, September 1, 1998

Anne-Marie Scoular-Sacchetti, Elementary Teacher, September 1, 1998

Fiona Valiquette, Elementary Teacher, September 1, 1998

Douglas Van Duzen, Elementary Teacher, September 1, 1998

Derek Walker, Educational Assistant (Educational and Lunchroom Assistant Staff),

Fern Zimmerman, Elementary Teacher, September 1, 1998

Anne-Marie Wilson, Secondary Teacher, September 1, 1998 (4/6)

D. PROBATIONARY AND PERMANENT CONTRACTS

1) Probationary Staff

That the following be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Leanne Godden, Educational Assistant (Educational and Lunchroom Assistant Staff) March 23, 1998

Kevin MacLean, Secondary Teacher, May 1, 1998 (2/6) (2/3 Sem. 2 only)

2) Permanent Staff

That the following staff be transferred to the Permanent Staff, effective as shown with salary according to the salary schedule:

Joseph DiDonato, Secondary Teacher, May 1, 1998

Mark Hadala, Elementary Teacher, April 13, 1998

E. OTHER MATTERS REQUIRING BOARD ATTENTION

1) Timetable Changes

That the following timetable changes be approved, effective as shown, with salary according to the salary schedule.

Warren-Michael Barrett, Secondary Teacher, 1/6 to 2/6 (2/3 Sem. 2), March 2, 1998,

Lynn Lewis, Secondary Teacher, 5/6 to 6/6, (3/3 Sem. 1 and Sem. 2), May 1, 1998

CARRIED.

7. STAFFING REPORTS

(a) FULL-TIME EQUIVALENT POSITIONS

D. Russon reviewed the report, noting the inclusion of the stub year budget figures.

It was moved by J. Rogers: That the Full Time Equivalent Positions as of April 1, 1998 be received for information.

The following clarifications were provided:

1. The additional elementary teaching staff positions were due to increased enrolment.
2. The separate lunchroom supervision staffing systems of the predecessor Board will remain until the end of June 1998.

To the motion, **CARRIED.**

(b) REPORT ON SUPPLY TEACHER USAGE

It was moved by E. Johnstone: That the Report on Supply Teacher Usage as of February 28, 1998 be received for information.

CARRIED.

8. 1997 WENTWORTH YEAR-END ANTI-RACISM REPORT

In presenting the report, K. Croxall indicated that the intent was to share the recommendations with the principals and staff of the County schools to assist them in their school planning for the 1998-99 school year. Long term, it is anticipated that the recommendations will be beneficial in the development of one policy on this issue for this Board.

It was moved by J. Bishop: That the 1997 Wentworth Year-End Anti-Racism Report be received for information.

CARRIED.

9. REPORTING PROCESS FOR SPECIAL EDUCATION ADVISORY COMMITTEE (SEAC)

Noting that SEAC will soon be presenting to the Board its Terms of Reference and noting the essence of Clause 11.(2) of Regulation 464,

It was moved by J. Bishop: That the following recommendation from the Report regarding Reporting Process for the Special Education Advisory Committee(SEAC) be referred to SEAC for input:

a) That the Special Education Advisory Committee continue to report directly to the Board in the same fashion as a regular Standing Committee of the Board.

CARRIED.

10. (WENTWORTH) EQAO GRADE 3 ASSESSMENT RESULTS - RECOMMENDATIONS

It was moved by J. Bishop: That the Wentworth EQAO Grade 3 Results - Recommendations be approved and referred to administration for consolidation with City School Results - Recommendations.

One trustee expressed interest in receiving a progress report on how County staff are addressing the problems identified in some schools.

W. Joudrie explained the process for the in-depth analysis of the results by the EQAO Grade 3 Assessment Results Analysis Committee, affirming the encouraging school results -- Wentworth students performed well above the provincial averages. He noted the intent of (a) sharing the recommendations outlined in the report with the County schools for awareness and in terms of improvement in some areas of concerns; and (b) incorporating these recommendations with those of the City Board.

In response to a question, W. Dowling, Assessment Co-ordinator, related the following factors she believed contributed to the successful outcome of the County's EQAO Grade 3 Assessment:

1. Strategic plans in the areas of numeracy and other learning skills which have been in place for a number of years

2. The students' previous practices in completing achievement tests like the Canadian Achievement Test (CAT)
3. Specific action plans outlining improvement/remedial programs for reading, writing and mathematics
4. Demographic implications in some areas
5. Parental support
6. Constant emphasis on student achievement over the years
7. Action plans focused on special programming, e.g. English-as-a-Second Language

To the motion, **CARRIED.**

11. DELIVERY OF VOCATIONAL EDUCATION FOR SEPTEMBER 1998/PLANNING FOR SEPTEMBER 1999

E. Bond reviewed the report.

The Chair ruled that the two recommendations in the report be considered separately.

It was moved by J. Bishop: That Highland Secondary School and Saltfleet District High School continue to provide vocational education programs for the 1998-99 school year, and that County students, currently in vocational programs (at Highland, Saltfleet or General Brock) have accessibility to City vocational schools and that County elementary school students who meet the established criteria for vocational education also have accessibility to City vocational schools, with the agreement of the parents and the principals of the City vocational schools.

In response to the members' questions, the following clarifications were provided:

1. No changes regarding transportation -- students below Grade 5 literacy/numeracy level and not identified with behavioural exceptionality are provided with transportation.
2. The phasing out of the County vocational programming will be included in the review of vocational education.
3. Communication strategies, e.g. intake process, for the parents of County students will be developed once students meeting the criteria for vocational education have been identified.
4. The needs of exceptional County vocational students should be closely considered, particularly in terms of programming and the implications of the secondary school reform.

To the motion, **CARRIED.**

It was moved by J. Dewar: That vocational education be reviewed, as part of secondary school reform, with recommendations for Board approval for September 1999.

CARRIED.

12. TRUSTEE REQUEST FOR REPORT RE HOME SCHOOLING - E. JOHNSTONE

In response to E. Johnstone's concern with not having the requested information on tonight's agenda, clarification on the procedure for trustee request for a report was provided as follows:

- a) It is the practice of the predecessor Boards for trustee request for a report/information on any issue to be channeled through a Standing Committee. Once the Committee members deem that a report is appropriate by motion, the required information is then provided to all trustees.

- b) It will assist the Committee if trustees requesting a report could provide specific details relative to the request.

One trustee recalled there is considerable information on home schooling for both City and County Boards made available through the report of the Local Education Improvement Committee. It was suggested that E. Johnstone may wish to access this information.

M. Botting advised that, currently, there are 65 homeschoolers for the City Board and 55 for the County Board; different evaluation models are utilized by the predecessor Boards.

K. Bain affirmed the growing interest on the program as evidenced by the turnover of people at information sessions provided by the City Board. He added that school principals will be reviewing the program this Spring, particularly the academic performance of the homeschoolers in order to assess the effectiveness of this type of instruction.

13. REPORT FROM THE SCHOOL YEAR CALENDAR COMMITTEE

The Director stated that because of several issues which need to be addressed, this document was presented tonight in draft form and would require a special meeting of this Committee prior to the Regular Board meeting on April 16, 1998 in order to consider and approve the final version of the school year calendar.

P. Gillie reviewed briefly the draft document, noting the following key issues requiring further review and deliberation by the School Year Calendar Committee:

1. The impact of the reduction of the number of Professional Activity (PA) Days and adding these to the number of instructional days.
2. The need to address the specific needs of the Elementary and Secondary school panels, e.g. start and stop dates, exam schedules, implications to Summer School, graduation, etc. A separate calendar is being considered for each panel.
3. An attempt to align the Board's calendar with that of the Hamilton-Wentworth District Separate School Board and the co-ordination of student transportation.
4. For the long term, the blending of the calendars of the predecessor Boards will eventually be considered.

Advised that the issues identified will be addressed at the next meeting of the School Year Calendar Committee on Wednesday, April 8, 1998, the Chair encouraged trustees to raise any concerns or proposed changes they may have through Trustees Hicks and Johnstone, the trustee representatives to this committee.

The Director clarified that in accordance with the Education Act, snow days pose no impact on PA days nor examination days, i.e. it is not a requirement to make up for the lost instruction time on a snow day.

14. SAMPLE AGENDA REPORTS (FORMER BOARDS)

In response to the members' questions, the Chair advised that this item was not placed on tonight's agenda as it was deemed premature to make a decision on whether or not these reports should continue to come before the Board.

One trustee was concerned, stating most of these reports require annual reporting (e.g. Enrolment and Class Size Statistics) while others (e.g. Quarterly Financial Reports) are presented for

monitoring purposes. The trustee stressed further the importance of having a governance structure which would assist the new Board in developing its policies and operating procedures.

In response to some members' perception of a dual system, the Chair emphasized that the new Board is currently operating on a single system with dual policies continuing until such time that these are blended together.

Noting that administration is presently dealing with an important issue -- the education funding model from the Ministry of Education and Training and the magnitude of the workload associated with this -- one member called for patience and indulgence to allow staff some flexibility with the preparation for these reports.

At this point in the meeting, D. Grant updated the members on the preliminary information from the Ministry on the three-year funding projection, stating that some figures are easier to interpret than the others. It is expected that a full analysis will be completed through April. D. Grant advised of the need for administration to meet with the Ministry by next week in order to clarify the impact of the funding numbers for the Board. The release of some technical documents are likewise anticipated at that time.

The Chair of the Board advised that he had requested Trustees Bishop, Orban and Woodworth to review the predecessor Boards' policies and procedures with the purpose of having the new Board's set of policies and procedures approved by the Board and in place by September 1998.

One trustee expressed concern with this, stating that policy development and review should be directed by the Board. When this trustee offered to make a motion that the Board continue with the former Boards' policies and that all trustees review these at a future time, the Chair did not accept the motion stating the item was not on the agenda.

15. PUBLIC QUESTIONS FOR CLARIFICATION

Nil.

It was moved by J. Dewar: That the In-camera Session of the Education Committee be convened.

CARRIED.

The Open Session then adjourned at 8:33 p.m.

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D R A F T

MINUTES OF THE BUDGET COMMITTEE **MARCH 24, 1998**

Those present:

Reg Woodworth, Chair
Judith Bishop
Heather Bullock
Wes Hicks
Eleanor Johnstone
Ray Mulholland
Laura Peddle (Arrived at 6:40 p.m.)
Joe Rogers
Bruce Wallace

Regrets:

Janice Dewar
Lillian Orban

In attendance:

Allan A. Greenleaf, Director of Education and Secretary
Ken Bain, Interim Assistant Superintendent of Schools
Elizabeth Bond, Superintendent of Program
Krys Croxall, Superintendent of Schools
Pat Gillie, Superintendent - Administrative and Operational Services
Don Grant, Superintendent of Business and Treasurer
Wayne Joudrie, Superintendent of Schools
Merv Matier, Superintendent of Transitional Services
Lucy Veerman, Acting Senior Financial Officer

Also in attendance:

Debbie Russon, Employee Relations Manager

R. Mulholland called the meeting to order at 6:36 p.m.

2. ELECTION OF CHAIR

R. Mulholland called for nominations for the Chair of this Committee meeting.

It was moved by E. Johnstone, seconded by B. Wallace: That R. Woodworth chair this meeting of the Budget Committee.

CARRIED.

3. APPROVAL OF AGENDA

It was moved by J. Rogers: That the agenda be approved as distributed.

CARRIED UNANIMOUSLY.

ACTION ITEMS:

4. BUDGET PRESENTATION

In providing an overview, D. Grant noted that the 1998 Stub Year Budget covers an 8-month period from January to August 1998. This balanced budget is based on the revenue guarantee

Budget Committee

calculations provided by the Ministry of Education and Training. Budgeted expenditures are within the funding parameters calculated by the Ministry. D. Grant emphasized that this budget should be considered as maintenance budget for the continuation of staffing and programming to August 31, 1998.

D. Grant expressed appreciation for the efforts of the Budget Department staff and all the other people who facilitated the preparation of the report on the 1998 Stub Year Budget. He then called on L. Veerman who reviewed the details of the information contained in the Budget Book.

L. Veerman noted that the following had impact on the 1998 Stub Year Budget figures:

1. Changes in staffing due to contract compliance
2. Reduction in the number of trustees
3. Full year impact of the implementation of the Workload Formula (former City Board)
4. Transfer of G. P. Vanier School staff to the public French Language District School Board (DSB #58)
5. Turnover savings due to replacing retiring teachers with probationary teachers
6. Changes in employee benefits: (a) reduction in contributions to the Ontario Municipal Employees Retirement System [OMERS] and (b) increase in the Canada Pension Plan contributions, and (c) Workplace Safety and Insurance Board [WSIB]
7. Lease payments for computer equipment, licensing fees and installation of additional computers for 1997
8. Changes in student transportation, i.e. routing schedules
9. Ministry's revenue guarantee including facilities renewal

5. BUDGET DISCUSSION

Several members expressed their appreciation for the efforts of all those involved in the preparation and development of the 1998 Stub Year Budget report.

In response to a question, L. Veerman indicated that as of December 1997, the combined reserves of the predecessor Boards amount to approximately \$11 million.

The Director related that at the beginning of the budget process, the Board was behind by \$2 million due to the use of reserves by the predecessor Boards. Executive Council co-operatively determined how to make up for the shortfall.

Responding to a query, L. Veerman clarified that the change in payment terms for funds transferred from City Hall to the former City Board will result in additional interest costs of \$400,000 annually.

For Bursaries and Student Aid line under Consumables, L. Veerman indicated that the budget amount included a portion for G. P. Vanier School.

L. Veerman confirmed for one trustee that two different formulas for textbook budget calculations are currently used as per the practice of the predecessor Boards. A new rate is expected beginning in September 1998 and will apply throughout the system. She confirmed that no reductions were made in either the textbook or other school allocations to arrive at a balanced budget.

The Director advised further that the new funding information from the Ministry should include textbooks and other school resource allocations. The Ministry announcement is anticipated shortly; however, it will take about two weeks (probably mid to late April 1998) for administration to determine the impact of this information for the Board's budget.

It was affirmed for one member that the increase in the Classroom Teachers line [County Office] corresponds with an increase in student enrolment; this will also mean an increase in the number of resource teachers.

L. Veerman advised that 44 positions will be transferred to the public French Language District School Board.

Responding to a question on Page 17 - City Office - Staffing Report, D. Dawson, Interim Budget Manager, clarified that the +1 Elementary teaching position is for the hearing-impaired student programming and is recoverable through Ministry funding. One Educational Assistant position is recoverable from the Ministry as part of the Section 27 program.

L. Veerman clarified for one member that as the provincial government will establish the mill rates to be levied and the revenue guarantee set at an average of 62% for the Stub Year budget, a portion of the education funding will be recorded under General Legislative Grants and another under Levy for Mill Rate.

The Director acknowledged the difficulty and pressure of not having the actual revenue guarantee to school boards in the development of their budget; he believed there is a definite purpose in this course of action by the Ministry of Education and Training.

For clarification, L. Veerman pointed to two major implications on the Tuition Fees lines [Expenditures and Revenues]: (a) transfer of students at G. P. Vanier School to the public French Language District School Board and (b) reduction of tuition fees received from the Hamilton-Wentworth District Catholic School Board.

In reply to a question regarding the Charge Back of Taxes line, L. Veerman affirmed that increased efforts by the City in writing off its properties could escalate this amount.

D. Grant confirmed that, based on County experience, the Board could be disadvantaged with the Ministry taking over the responsibility for supplementary taxes and tax write-offs.

When the members were advised that combined debt charges of \$54 million for the amalgamated Boards extend to Year 2010, one member noted the significance of carrying this debt load in light of ongoing problems with Capital budget and Facilities Renewal funds which are anticipated to address the Board's rising school accommodation needs.

D. Russon affirmed for one trustee that as the reduction on Lines 1 and 2 came from the areas of temporary assistance budget, there is need to review the staff replacement process.

In addressing the members' concerns regarding the \$11 million in reserves, D. Grant noted this amount represents only about 3% of the budget and includes funds allocated for special purposes, for example -- the reserves for Workplace Safety and Insurance Board (WSIB) claims.

6. APPROVAL OF BUDGET

It was moved by B. Wallace: That the 1998 Stub Year Budget in the amount of \$222,087,132 be approved, and that the Superintendent of Business and Treasurer be authorized to proceed with the expenditure of funds as detailed in the 1998 Stub Year Budget Book.

In response to a question, L. Veerman provided the following clarification: On Page 17, City Office Staffing Report, the increase in secondary teaching position under Program Services Department - School Program Support relates to curriculum support and evaluation for Curriculum Writing.

When no breakdown for English-as-a-Second Language teaching staff was given, one trustee requested future tracking of this area.

The Director stated that to date it has not been clarified by the Ministry where savings realized by school boards will be directed. The government could allow boards to utilize the money as they determine or apply the funds towards the grant payment.

Referring to the former County Board, D. Grant stated that based on the 1997 County financial statement, it would appear that the province will take back \$900,000 as reduction in grants -- in terms of savings, the County figures are now down to \$2.4 million. With the family claims [due to the teachers' work stoppage] slightly over this amount, the County would have to rely on the special grant to offset the difference. Therefore, the former County Board will have a nil strike reserve.

E. Bond clarified for one trustee that the increase in the Casual line on Page 16, City Office Staffing Summary - 1998 Estimates, was due to several program initiatives: (a) Peel Board Math Project, (b) development of the New Ontario Curriculum document and (c) two-year report re Special Education Review by the Psychological Services Department.

To the motion, **CARRIED UNANIMOUSLY.**

ADJOURNMENT

It was moved by L. Peddle: That the meeting be adjourned, this being done at 8:24 p.m.
CARRIED.

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D R A F T

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Open Session Special Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on March 24, 1998.

Those present:

Ray Mulholland, Chair
Judith Bishop
Heather Bullock
Wes Hicks
Eleanor Johnstone
Laura Peddle
Joe Rogers
Bruce Wallace
Reg Woodworth

Regrets:

Janice Dewar
Lillian Orban

In attendance:

Allan A. Greenleaf, Director of Education and Secretary
Ken Bain, Interim Assistant Superintendent of Schools
Elizabeth Bond, Superintendent of Program
Krys Croxall, Superintendent of Schools
Pat Gillie, Superintendent - Administrative and Operational Services
Don Grant, Superintendent of Business and Treasurer
Wayne Joudrie, Superintendent of Schools
Merv Matier, Superintendent of Transitional Services
Lucy Veerman, Acting Senior Financial Officer

The Chair called the meeting to order at 8:25 p.m.

2. APPROVAL OF AGENDA

It was moved by B. Woodworth, seconded by H. Bullock: That the agenda be approved as distributed.
CARRIED UNANIMOUSLY.

3. ADOPTION OF REPORT OF THE BUDGET COMMITTEE

RESOLUTION #98-89: It was moved by B. Wallace, seconded by W. Hicks: That the Report of the Budget Committee dated March 24, 1998 be adopted as follows:

1998 STUB YEAR BUDGET

That the 1998 Stub Year Budget in the amount of \$222,087,132 be approved, and that the Superintendent of Business and Treasurer be authorized to proceed with the expenditure of funds as detailed in the 1998 Stub Year Budget Book.

CARRIED UNANIMOUSLY.

ADJOURNMENT

It was moved by E. Johnstone, seconded by J. Rogers: That the meeting be adjourned, this being done at 8:26 p.m.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Open Session of the Regular Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on March 26, 1998.

Those present:

Ray Mulholland, Chair
Reg Woodworth, Vice-Chair
Judith Bishop
Heather Bullock
Janice Dewar
Wes Hicks
Eleanor Johnstone
Laura Peddle
Joe Rogers
B. Wallace

Regrets:

L. Orban

In attendance:

Allan A. Greenleaf, Director of Education and Secretary
Ken Bain, Interim Assistant Superintendent of Schools
Elizabeth Bond, Superintendent of Program
Krys Croxall, Superintendent of Schools
Pat Gillie, Superintendent, Operations and Administrative Services
Don Grant, Superintendent of Business and Treasurer
Wayne Joudrie, Superintendent of Schools
Merv Matier, Superintendent of Transitional Services
Murray Quinn, Superintendent of Schools
Stew Thompson, Assistant Superintendent of Schools
Janice Tomlinson, Interim Assistant Superintendent of Program
Lucy Veerman, Acting Senior Financial Officer
Ken Waters, Superintendent of Schools

Also present:

Deborah Russon, Manager, Employee Relations

The Chair called the open session to order at 8:15 p.m. Prior to commencing the meeting with the singing of O'Canada, the Chair expressed the Board's sorrow at the tragic events in Arkansas this past week and offered condolences to that community.

3. Public Question Period

A. Greenleaf responded to a question from Joe Coleman that he met with the Student Council Presidents regarding the student trustee proposal and indicated that further consideration would be given to reach a more realistic number than the 6 positions being suggested. Given the June

requirement in the regulation, it is anticipated that a report will be brought to the Board in the near future.

4. Approval of Minutes - February 26, March 9 and March 12, 1998

RESOLUTION #98-90: It was moved by H. Bullock, seconded by E. Johnstone that the minutes of February 12, March 9 and March 12 1998 be approved as distributed.

CARRIED UNANIMOUSLY.

5. Business Arising from the Minutes

D. Grant reported that the timeline for the Board's report to the Ministry of Education and Training regarding submissions to the Ministry's School Board Restructuring Fund has been extended from March 31 to April 30.

6. Approval of Agenda

The following items were added:

9.1 Personnel Issues

14. (a) Funding Formula

RESOLUTION #98-91: It was moved by J. Rogers, seconded by H. Bullock that the agenda be approved as amended.

CARRIED.

7. Presentation - Donation from B'Nai B'rith

The Chair introduce Paul Hanover who presented \$5,000.00 to the Board on behalf of B'Nai B'rith. In making the presentation, Mr. Hanover emphasized the funds were realized from an award established by B'Nai B'rith to promote racial harmony and understanding.

8. Recognition - OISE/FEUT Distinguished Educator Award

The Chair called on Dave Hutton, Principal, Mountain Secondary School, who introduced Peter Brooks, teacher and recipient of the OISE/FEUT Distinguished Educator Award. Mr. Hutton spoke to the outstanding abilities of Peter Brooks as a teacher and, in particular, his work with the students which have earned him the Outstanding Educator Award.

7. Reports of the Education Committee

RESOLUTION #98-92: It was moved by B. Wallace, seconded by E. Johnstone that the Education Reports dated March 5 and March 24 be approved as follows:

Report of 1998 03 05

1. Board Referrals

(a) Motion regarding EQAO (Trustee Bishop)

It was moved by J. Bishop: That there be

- a) an investigation of those schools with good results and promotion of their good practices;
- b) an examination of those pertinent areas of concerns raised in the EQAO report for the province;
- c) support to schools with serious weaknesses;
- d) examination of the requirements to improve the teaching of mathematics and that a report be brought back by June, 1998.

(b) Terms of Reference, Education Committee

It was moved by J. Bishop: That the following Terms of Reference - Education Committee be approved:

The Education Committee has the responsibility for advising the Board on specific aspects of the education of the students of The Hamilton-Wentworth District School Board and for the development, maintenance and review of all programs and services offered by the Board in the areas of communication, system administration and human resource deployment.

In particular, the Committee will be responsible for the following actions, subject to the approval of the Board.

1. Receipt and discussion of briefs from any individuals, groups or delegations, followed by appropriate disposition of said briefs.
2. Receipt and commentary upon reports and recommendations as may be brought by the administration, any program committee or School Council.
3. Review and approval of the annual school year calendar and professional development programs for staff.
4. Researching, developing, planning, implementing and evaluating all aspects of program, including curriculum and special services, financial considerations and building modifications.
5. New technology in the classroom.
6. Selection of appropriate textbooks and other learning resources.
7. Review and recommendation of format and content of Board publications, where applicable.
8. Monitoring of performance review procedures for all staff.
9. Student Discipline Codes and Safe Schools Policy.
10. Development and review of human resources policies and practices for all staff including performance review, recruitment, hiring, regulation, discipline, attendance, censure and dismissal of staff; job descriptions and job evaluations; and effective policies of affirmative action/employment equity and pay equity; and for supervising the implementation and evaluation of these policies.
11. Human Resource planning and development.
12. Submission of an annual report to the Board outlining the status of Committee work and predicting future Committee concerns.
13. Deployment of all staff within the schools.
14. Direction and monitoring of staff development programs.

Clause c) tabled and referred to the Director at Board.

c) Regulations for Delegation Presentations to Committee

It was moved by R. Mulholland: That the following Regulations for Delegation Presentations to Committee be approved:

1. A request from an individual or group to appeal before the Committee must be made in writing to the Secretary of the Board and should include the nature of the request, at least six calendar days in advance of the Committee meetings.
2. Delegations must submit their presentations in writing to the Secretary of the Board no later than the Monday afternoon prior to the meeting. Individuals who have difficulty in creating a written submission will be offered appropriate support through the Office of the Secretary of the Board.
3. Presentations are expected to follow the outline of concerns identified in the written submission. If the materials presented differ substantially from the written submission, the Chairman has the right to call an immediate recess in order to clarify the situation.
4. Presentations shall not exceed fifteen minutes in length, exclusive of questions for clarification. Extensions to this timeline may be granted by Committee direction.

5. Members of delegations may add comments for clarification.
6. Trustees may ask questions for clarification, without comment pro or con with respect to the issue in general.
7. At the conclusion of the presentation, the Committee may, by specific motion, determine to:
 - (a) Suspend the Rules of Order by a two-thirds majority to consider the matter immediately.
 - (b) Debate the issue(s) involved at the conclusion of the agenda.
 - (c) Refer the delegation's presentation to the administration for review and comment.
 - (d) Formally receive and file the submission of the delegation.
 - (e) Extend appreciation and invite the delegation to be in attendance when the matter is discussed.
8. The Committee will then continue to the next item of business.

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2. Personnel Report

It was moved by E. Johnstone: That the Personnel Report dated March 5, 1998 be adopted and the following recommendations contained therein be approved:

SECTION I K. Croxall, Superintendent of Schools

- A. APPOINTMENTS AND TRANSFERS - Nil**
- B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS - Nil**
- C. LEAVES OF ABSENCE**
 - 1) General Leaves**
 - a) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **CATHERINE MOORE**, Teacher at Billy Green Public School, be granted a .5 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).
 - b) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **MARY PETTIT**, Teacher at Bell-Stone Public School, be granted a .2 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).
- D. PROBATIONARY AND PERMANENT CONTRACTS - Nil**
- E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil**

SECTION II W. Joudrie, Superintendent of Schools

- A. APPOINTMENTS AND TRANSFERS - Nil**
- B. RESIGNATIONS, RETIREMENT AND TERMINATIONS - Nil**
- C. LEAVES OF ABSENCE**
 - 1) General Leaves**
 - a) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **JUDITH RUDD**, Teacher at Mary Hopkins Public School, be granted a general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).
 - b) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **SANTA WOODCROFT**, Teacher at Queens' Rangers Public School, be granted a .4 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).
 - c) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **JANET MACLEOD**, Teacher at Beverly Central/Lynden Unit, be granted a .8 general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).

d) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **CAROLYN MACARTHUR**, Teacher at Tapleytown Public School, be granted a general leave of absence, without pay or allowances, effective September 1, 1998 to August 31, 1999 inclusive (52 weeks).

e) That a leave is granted to **MONICA CALDWELL-PUPPA**, Teacher at Yorkview Public School, effective June 8, 1998 to January 1, 1999 inclusive (30 weeks).

D. PROBATIONARY AND PERMANENT CONTRACTS - Nil

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION III K. Waters, Superintendent of Schools

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS - Nil

C. LEAVE OF ABSENCE

2) General Leave

That in accordance with Article 18.03 of the Secondary Collective Agreement, it is recommended that **JANET STEWART**, Teacher at Highland Secondary School, be granted an extended leave, effective April 6, 1998 to June 26, 1998 inclusive (12 weeks).

D. PROBATIONARY AND PERMANENT CONTRACTS - Nil

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION IV D. Russon, Manager, Employee Relations

A. APPOINTMENTS AND TRANSFERS

1) Promotions

That **LEANNE YARWOOD**, Secondary Vice-Principal, be appointed to the position of Acting Principal of a Secondary School, effective May 1, 1998, with salary according to the salary schedule.

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS

1) Resignations

That the date shown for the following staff to Leave the Employ of the Board, be approved:

GIACINTO LAURETANI, Assistant Caretaker (Caretaking and Maintenance Staff), February 24, 1998

BARBARA MOSKALUK, Elementary Teacher, August 31, 1998

2) Retirements

That the resignation of **RUTH PRICE**, Elementary Teacher, for the purpose of retirement, effective June 30, 1998, be accepted with regret and the Board's gratuity be paid:

C. LEAVES OF ABSENCE

1) General Leaves

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

PETER P. BRENT, Secondary Teacher, April 14, 1998 to June 30, 1998

RAY KNARR, Elementary Teacher, February 24, 1998

GREGORY RODGERS, Elementary Teacher, February 16, 1998

BONNIE TURNER, Elementary Teacher, January 14, 1998

2) Leaves of Absence - "Four Over Five"

That approval be granted for the request of **LORETTA LUELOFF**, Secondary Teacher, for a Leave of Absence under the Salary Holdback Plan ("Four Over Five Plan") under the Secondary Collective Agreement for the second semester of the 1999-2000 school year.

3) Reduced Workload Leave of Absence

That the request of **ANNA GUSENBAUER**, Elementary Teacher, for a Reduced Workload Leave of Absence, 1.0 to .5, effective March 23, 1998 to August 31, 1998, be approved.

4) Leave Extensions

That the requests of the following staff for an extension of their Leaves of Absence, effective as shown, be granted:

INGRID SCOTT, Head Librarian (Administrative Staff), April 13, 1998 to August 31, 1998

SUZANNE SOLNIK, Elementary Teacher, September 1, 1998 to August 31, 1999

5) Return from Leave of Absence

That the following staff be returned from Leaves of Absence, effective as shown:

NATALIE BOTTS, Elementary Teacher, September 1, 1998

ANNA GUSENBAUER, Elementary Teacher, March 23, 1998 (.5)

JANET MACLEOD, Secondary Teacher, March 30, 1998

JOYCE WHITTLE, Elementary Teacher, September 1, 1998

D. PROBATIONARY AND PERMANENT CONTRACTS

1) Probationary Staff

That the following be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

KATHI M. KIMMINS, Educational and Lunchroom Assistant Staff, February 23, 1998

JEFFREY MORGAN, Secondary Teacher, April 1, 1998

MARIA PERRI, Secondary Teacher, March 2, 1998

ALICE KAWECKI, Secondary Teacher, March 23, 1998 (2/6) (2/3 Sem. 2)

E. OTHER MATTERS REQUIRING BOARD ATTENTION - nil

1) Timetable Changes

That the timetable change of **NATALIE DICOSMO**, Secondary Teacher, from 2/6 to 3/6 (3/3 Sem. 2), effective March 23, 1998, be approved with salary according to the salary schedule.

* * * * *

3. Staffing Reports

(a) It was moved by J. Rogers: That the Full Time Equivalent Positions as of March 1, 1998 be received for information.

(b) It was moved by J. Bishop: That the Report on Supply Teacher Usage as of January 31, 1998 be received for information.

(c) It was moved by E. Johnstone: That the Temporary Assistance Report - Substitute Cleaner/Casual Assistance Usage as of March 1, 1998 be received for information.

(d) It was moved by J. Rogers: That the Temporary Assistance Report - 1996-1997 and 1997- 1998 Temporary Assistance Expenditures as of January 31, 1998 be received for information.

4. Elementary Student Achievement Profile (ESAP)

It was moved by J. Bishop: That the following statement in the resolution, adopted by the former City Board, be rescinded:

Seventh Report of the Program Committee - June, 1997

2. (c) That ESAP shall be used in all elementary schools to produce all grades 1-8 student progress reports by January, 1999.

5. Anaphylaxis Policy

It was moved by J. Rogers: That the Draft School Health Support Services Policy, including Procedures for Administration of Prescribed Emergency Medication, be forwarded to the Joint Advisory Committee and Special Education Advisory Committee for review.

6. Status of Transition Committees

It was moved by J. Dewar: That the Report regarding Status of Transition Committees be received for information.

7. Special Education Advisory Committee - Requested by Trustee Bishop

It was moved by J. Bishop: That the issue of Reporting Process for Special Education Advisory Committee be referred to the administration.

8. Seaton/Sheffield School Council Re School Council Clusters

It was moved by J. Bishop: That the correspondence from Seaton/Sheffield School Council re School Council Clusters be received for information.

9. Ancaster Senior School Council re Design and Technology, Family Studies, Library and Guidance

It was moved by J. Bishop: That the correspondence from the Ancaster Senior School Council re Design and Technology, Family Studies, Library and Guidance be referred to the appropriate Transition Committee.

10. Petition re Kindergarten Scheduling

It was moved by J. Bishop: That the petition regarding Kindergarten Scheduling be referred to the Junior Kindergarten Transition Committee.

11. Ministry of Education and Training re Board Hosting Secondary School Reform Information and Planning Session

It was moved by E. Johnstone: That the correspondence from the Ministry of Education and Training regarding the Board Hosting Secondary School Reform Information and Planning Session be received for information.

Report of 1998 03 241. The Eden Project (Electronic Distributive Education Network) Letter Of Agreement

It was moved by J. Rogers : That the Hamilton-Wentworth District School Board authorize the signing of the Eden Project (Electronic Distributive Education Network) Letter of Agreement.

H. Bullock asked that Clause 1. (c) be considered separately.

When the discussion focused on the order of steps outlined under Clause 7. of 1. (c), it was moved in amendment by B. Wallace that Clause 1. (c) be tabled and referred to the Director of Education to re-work the order.

CARRIED, 6 IN FAVOUR, 4 OPPOSED.

A. Greenleaf agreed to report back to the Education Committee in April, clarifying that he would be re-working the order only and not the policy itself.

To the motion, as amended, CARRIED.

R. Woodworth drew the Chair's attention to the Rules of Order which states the Chair of the Board votes at Standing Committee meetings only if attending to make a quorum.

R. Mulholland indicated that he would be scheduling a full-day in-service for trustees to consider and clarify the Board's Rules of Order.

9.1 Personnel Recommendations

RESOLUTION #98-93: It was moved by H. Bullock, seconded by B. Wallace that RESOLUTION #97-256 (C-5[III-C-1B]) be rescinded.

CARRIED by the required two-thirds majority.

RESOLUTION #98-94: It was moved by J. Rogers, seconded by E. Johnstone that, in accordance with Article 18.01(b) of the C.U.P.E. Collective Agreement - Clerical Unit, it is recommended that DIANNE WOJTASIK, Secretary at Flamborough Centre School, be granted a general leave of absence, effective January 5, 1998 to March 31, 1998 inclusive (12 weeks and 2 days).

CARRIED UNANIMOUSLY.

10. Report of the Business Committee

RESOLUTION #98-95: In L. Orban's absence, it was moved by B. Wallace, seconded by L. Peddle that the Report of the Business Committee dated March 12, 1998 be approved as follows:

1. Delegations

1. It was moved by W. Hicks: That the Presentation re Student Accommodation - Flamborough, including the following recommendations, be referred to the Accommodation Sub-Committee, Transitions:

(a) That Flamborough be provided a new elementary school by September 1998.

(b) That a new elementary school in Waterdown be listed as the number one priority on the Capital Expenditure list for new construction.

2. It was moved by R. Woodworth: That the Board write a letter to the provincial government pointing out the urgency of the student accommodation concerns in Flamborough and that reference be made to the Wentworth County report re Waterdown Accommodation Study Team Recommendations.

2. Board Referrals

(a) Terms Of Reference

It was moved by H. Bullock: That the following Terms of Reference - Business Committee, as amended, be approved:

The Business Committee has the responsibility for advising the Board on specific aspects relating to properties and finances of The Hamilton-Wentworth District School Board, in accordance with the Education Act and the policies of the Board.

In particular, but not limited to, the Committee shall:

1. Receive and discuss briefs from any individuals, groups or delegations, followed by appropriate disposition of said briefs.
2. Review the Capital Expenditure Multi-Year Forecast, including supporting documentation, prior to Board approval and submission to the Ministry of Education and Training, as required.
3. Ensure that all existing policies are strictly adhered to as they affect the work of this committee.
4. Approve and monitor the planning and construction of new buildings and additions or alterations to existing buildings.
 - (a) Initiate and monitor the disposal of surplus properties as determined by the Board;
 - (b) Initiate and monitor the disposal and transfer of surplus equipment.
5. Monitor existing and future school needs with respect to student population and the provision of education.
6. Recommend to the Board any possible closure of Board-owned facilities.
7. Approve, monitor and review the Board's Transportation Policy and Regulations. Any amendments and revisions are to be completed and approved no later than the 15th day of April in each year.
8. Committee shall appoint a representative from its members to sit on the School Transportation Safety Committee.
9. Approve, monitor and review policies relating to the following:
 - a) the investment and borrowing of funds;
 - b) the provision of bursaries and scholarships and other awards for attainment by pupils of the schools within the jurisdiction of the Board;
 - c) the administration of all trust funds of the Board;
 - d) the supervision of the books, accounts, documents, vouchers, money, debentures, and securities of the Board, and all funds collected in or by the schools for any purpose whatsoever;
 - e) regulation of internal controls connected with the receipt and payment of money;
 - f) ensuring that proper security of the specified officials has been obtained in accordance with Section 198(2) and (3) of the Education Act;
 - g) school accommodation;
 - h) purchase, maintenance, rental, and sale of school properties and buildings;
 - i) provision for adequately insuring the buildings and equipment of the Board and for insuring the Board and its employees and volunteers who are assigned duties by the principal against claims in respect of accidents incurred by pupils while under the jurisdiction or supervision of the Board;
 - j) annual external auditor's report;
 - k) health and safety, purchasing, including tendering policies.
10. Review all items with financial implications which must be referred to the Business Committee from other committees before submission to the Board.
11. Consider any other financial matters within the jurisdiction of the Board and report to the Board at regular intervals.

(b) Alcoholic Beverages On Board Premises

It was moved by W. Hicks: That no alcoholic beverages shall be allowed on Board premises without the permission of the Board.

(c) Environmental Protection Act Order - Tapleytown School

It was moved by R. Mulholland: That the report re Environmental Protection Act Order - Tapleystown School be received for information.

3. LEIC Property Sub-Committee Recommendations

(a) It was moved by R. Woodworth: That eight portable classrooms be identified from within existing inventory and be designated for relocation as follows:

Ancaster Senior	1 portable
Flamborough Cluster	2 portables
Helen Detwiler	2 portables
Janet Lee	1 portable
Lake Avenue	1 portable
Viscount Montgomery	<u>1 portable</u>
	8 portables

and that the associated cost of \$90,000 for the relocation of portables be included in the stub year budget as expenditures for Capital.

(b) It was moved by H. Bullock: That the Glenwood program at Glenwood School in Ancaster be relocated to Fairview School in Hamilton effective September 1, 1999.

4. Family Claim Form Report

It was moved by R. Woodworth: That the Family Claim Form Report be received for information.

5. Comprehensive Energy And Water Reduction Program - Cash Incentive From Union Gas

It was moved by R. Mulholland: That The Hamilton-Wentworth District School Board accept the cash incentive of \$100,000 from Union Gas in support of the Comprehensive Energy and Water Reduction Program, through entering into a Memorandum of Agreement outlining the incentive.

6. Escalator Service - Scott Park Secondary School

It was moved by W. Hicks: That the report re Escalator Service - Scott Park Secondary School be received for information.

7. County Planning Report

(a) It was moved by R. Woodworth: That The Hamilton-Wentworth District School Board approve the County Planning Report dated March 4, 1998, excluding Clauses S1 to S12 (Stoney Creek) and Clause D3 (Dundas).

(b) It was moved by H. Bullock: That the administration be directed to consult with the Hamilton-Wentworth District Catholic School Board regarding the possibility of the joint planning and acquisition of an elementary school site in the Meadowlands.

Clause (c) amended at Board.

(c) It was moved by W. Hicks: That Clauses S1 to S12 (Stoney Creek) in the County Planning Report dated March 4, 1998 be approved.

(d) It was moved by W. Hicks: That Clause D3 (Dundas) in the County Planning Report dated March 4, 1998 be approved.

8. School Trips

It was moved by H. Bullock: That the following trip requests be approved:

- a) Grades 8 to 12 - Adelaide Hoodless, Hillcrest, Lake Avenue, R. A. Riddell, Ryerson, Tweedsmuir; Hill Park, Sir John A. Macdonald, Sir Winston Churchill, Westdale Schools - Trip to underground railroad, Windsor from May 13 to 14, 1998, inclusive;
- b) Grades 4 to 5 - George R. Allan School - Computer Trip - Madison Heights, Michigan on March 21, 1998;
- c) Grade 8 - Ryerson School - Camping Trip - Camp Mini Yo We from May 26 to 29, 1998 inclusive;
- d) Grade 7 - Viscount Montgomery School - History Trip - Ottawa from June 23 to 25, 1998 inclusive;
- e) Grades 8 to 13 - Glendale Secondary School - Music Performance - Darien Lake on June 5, 1998;
- f) Grades 9 to O.A.C. - Sir Winston Churchill Secondary School - Stratford Festival - Stratford on May 20, 1998;
- g) Grades 9 to O.A.C. - Sir Winston Churchill Secondary School - Cultural/History Trip - Washington, U.S.A. from May 20 to 23, 1998 inclusive.

9. Logo Contest Evaluation Team Decision

It was moved by W. Hicks: That the Logo Contest Evaluation Team be requested to shortlist 5 logo designs and that the submitters be invited to provide a short presentation regarding the history and background of their logo design at a Caucus called by the Chair of the Board.

10. Toni Skarica, MPP - Wentworth North Re Head Lice

It was moved by R. Mulholland: That the correspondence from Toni Skarica, MPP - Wentworth North re Head Lice be received for information.

11. Bruce Thomson Re Homeschool Request For School Use

It was moved by L. Peddle: That the request from the Grindstone Creek Christian Home Educators to access public school facilities during school hours to enhance their homeschool programs be denied.

12. Girl Guides Of Canada - "AGGIE 99"

It was moved by H. Bullock: That the request from the Girl Guides of Canada to use the facilities at Saltfleet High School for their "Aggie 99" event during the weekend of April 23 thru April 25, 1999 be endorsed and that administration be authorized to negotiate a rental agreement with the Girl Guides of Canada.

B. Wallace asked that Clause 7. be voted on separately.

Moved in amendment by B. Wallace, seconded by R. Woodworth that the following Clause, lost at Committee, be lifted into the body of the report to replace Clause 7. (c):

It was moved by R. Woodworth: That the recommendations relating to Stoney Creek in the County Planning Report dated March 4, 1998 be approved, excluding Clauses S3, S6, S10 and S11.

In support of the amendment, it was noted by some trustees that

- another 68 students, which these Clauses would generate, would add to the already serious overcrowding in the schools in these areas
- the Planning firm bases its recommendations to the Board on planning requirements not educational concerns

- the previous County Board started objecting to proposals for similar accommodation concerns

The Chair asked that a letter be sent to Stoney Creek advising them of the overcrowding problems our schools in this area are experiencing. He advised that a motion directing this action was not necessary.

When it was questioned, A. Greenleaf noted that the Planning Report has never been filtered through Executive Council. By practice, the Consultants have dealt directly with the appropriate Superintendent and Standing Committee of the Board. K. Waters noted this was the agreed process at the former County Board in presenting the direction and advice of the planning consultants to the trustees.

One trustee, while appreciating the consultant's opinion from a planning perspective, felt that the educational impact (i.e. programming, accommodation) should be considered by the senior administration prior to presentation to the trustees.

K. Waters suggested that the Officials do take advice from the experts relative to the municipal act. It is within the role of the trustees, however, to accept or reject the planning proposals based on other political issues and concerns.

To the amendment, CARRIED UNANIMOUSLY.

It was moved in amendment by W. Hicks, seconded by L. Peddle that Clause 7. be referred to Executive Council to bring back a report to the Business Committee.

As mover the motion, W. Hicks noted it was important for trustees not familiar with the county areas to have feedback from the Officials along with the information from the Consultants.

In opposing the amendment, some trustees felt that Executive Council could not bring any further insight but would only confirm the existence of the problems as outlined. It was suggested that trustees familiar with the areas they represent have a responsibility to alert their fellow trustees to these political concerns. Inviting the planning consultants to a future Business Committee to make a short presentation was suggested as an alternative to referring the report back to the officials.

To the amendment, LOST.

H. Bullock, J. Bishop and R. Woodworth asked to be recorded as being opposed to Clause 7. (d)

The members agreed to accept J. Bishop's changes to Clause 2. as friendly amendments as follows:

1. (a) 9. (k) health and safety

(l) purchasing, including tendering policies. *[previously listed under (k)]*

10. Review all items with financial implications "**that are**"-NEW [which must be'-deleted] referred to the Business Committee from other committees before submission to the Board.

11. Consider any other financial matters within the jurisdiction of the Board "**including arbitration cases**"-NEW and report to the Board at regular intervals.

E. Johnstone asked to be recorded as opposed to Clauses 2. (b) and 11.

Moved in amendment by H. Bullock, seconded by R. Woodworth that the following Clause, lost at Committee, be lifted in to the body of the report as Clause 2. (a) 12.

It was moved by H. Bullock: That the budget process and monitoring be included in the Terms of Reference of the Business Committee.

Trustees opposed to the amendment believed that all trustees should be involved in the development and approval of the budget.

Trustees in support of the amendment noted that all recommendations of the Business Committee would come to Board for approval. The purpose of moving to a Standing Committee structure was to divide the work of the Board among the trustees and to allow a smaller group of trustees to work diligently on their area of responsibility. The Board as a whole should respect a division of responsibilities among the trustees and learn to trust each other. It was noted that all trustees can attend and ask questions at Committee meetings; making motions and voting are the only limitations. It also noted that this method had worked successfully in the former County Board.

During discussions, the current structure of the Standing Committees whereby only Committee members are allowed to make motions and vote was called into question.

To the amendment, LOST, 4 in favour, 5 opposed, 1 abstention.

To the motion, as amended, CARRIED, 5 in favour, 3 opposed and 2 abstained.

11. Report of the Salary Committee

RESOLUTION #98-96: It was moved by W. Hicks, seconded by L. Peddle that the Terms of Reference - Salary Committee be approved as follows:

Terms of Reference - Salary Committee

It shall be the responsibility of the Salary Committee to:

1. Conduct negotiations with appropriately designated employee groups.
2. (a) Report to the Board on progress in negotiations.
(b) Submit all tentative agreements reached between the employee groups and the Salary Committee to the Board for ratification.
3. Review and make recommendations to the Board about matters arising from employment legislation.
4. Recommend to the Board outside assistance for negotiations and the person or persons to be used.
5. Receive direction from the Board on clearly stated objectives to be achieved during negotiations.
6. Meet with the Director and/or appropriate administrative staff when deemed appropriate, during any set of negotiations, in order to maintain close liaison with the administration.
7. Maintain close liaison with the Ontario Public School Boards' Association so that committee members may be fully informed about new developments in negotiations across the province.
8. Consider matters referred by the Board, by other Standing Committees, or by the administration which may be related to, but not necessarily specified in, employee group collective agreements.

9. Review and recommend salary, benefit adjustments and terms and conditions of employment for all non-union administrative employees.

10. Review and make annual recommendations to the Board with respect to the salary policy determination for non-union administrative employees.

CARRIED UNANIMOUSLY.

H. Bullock noted that nothing had been forthcoming to her since her request at a previous meeting that notices, agendas and minutes of the Salary Committee meetings be forwarded to her.

RESOLUTION #98-97: It was moved by H. Bullock, seconded by J. Dewar that the Salary Committee meeting notices, agendas and minutes be included in the Board package.

H. Bullock clarified that her motion was directed to Salary Committee meetings and not negotiating dates.

To the motion, CARRIED.

11. Report of the Special Education Advisory Committee

B. Shepherd, Chair of SEAC, presented the report to the Board.

RESOLUTION #98-98: It was moved by J. Bishop, seconded by B. Wallace that the Report of the Special Education Advisory Committee dated February 24, 1998 be adopted as follows:

1. Appointment to the Special Education Advisory Committee

It was moved by T. Parker:

(a) That Dave Stupple be appointed the representative of VOICE - For Hearing Impaired Children on the Special Education Advisory Committee.

(b) That Kathi Jackson be appointed the alternate representative of the Wentworth County Home and School Associations on the Special Education Advisory Committee.

2. Services for Blind Students

Whereas, it has been drawn to SEAC's attention that there has recently been difficulty accessing Ministry of Education and Training funding to provide alternative educational programs for blind students,

(a) It was moved by J. Bishop: That the Special Education Advisory Committee request the Board to relay concerns regarding funding for alternative educational programs for blind students to the Ministry of Education and Training.

(b) It was moved by T. Parker: That the Chair of Special Education Advisory Committee send a letter to the Ministry of Education and Training relaying concerns regarding funding for alternative educational programs for blind students.

CARRIED.

13. Transitional Issues

M. Matier reported that this week has seen the beginning of the majority of the sub-committee meetings. Noting a total membership of 360 people, the Committees are establishing short timelines to address their mandates and some have broken into work groups to further facilitate

their work. M. Matier hoped that recommendations will start to come forward from these sub-committees in May.

M. Matier then drew the members' attention to the request for trustee appointments to the Transitions Steering Committee which will monitor the work and co-ordinate the recommendations of the sub-committees as well as assist in developing timelines. He assured the members this will not be a decision-making committee.

RESOLUTION #98-99: It was moved by J. Dewar, seconded by E. Johnstone that Trustees Judith Bishop and Heather Bullock be appointed to the Transitions Steering Committee.

While expressing appreciation to the trustees who have agreed to sit on this Steering Committee, a trustee noted her expectation that all trustees would have been asked to put their names forward if interested.

To the motion, CARRIED.

14. Preliminary 1997 Financial Results

D. Grant presented the Report.

RESOLUTION #98-100: It was moved by J. Rogers, seconded by E. Johnstone that The Hamilton-Wentworth District School Board approve the transfer of working reserves of any monies not required to finance actual 1997 expenditures of the former City and County Boards.

D. Grant agreed to include both the final figure transferred and how it was determined when the 1997 financial statements are presented.

To the motion, CARRIED.

D. Grant elaborated on the new funding model announcements by the government earlier this week. He noted that the Minister referenced general concepts within the model but was not specific on numbers or how some grants were calculated. For the Board's awareness, D. Grant relayed that the officials have not had the opportunity to analyze the information received today specific to this Board. Another report is anticipated from the Ministry comprised of the technical papers which generated the figures shown. He noted that as time progresses, more detailed information is being released which will assist the officials in doing an in-depth study on what the new funding model means to our system.

D. Grant offered to comment on the funding model concept as released to date. The Ministry has established two spending categories - classroom vs. nonclassroom - from which the reallocation of spending patterns will result. While the grant differential may not be significant, the impact may result in the redirecting of monies. While the funding model also provided benchmark information in establishing acceptable levels of spending in some areas, more information is required to fully understand the implications. Nonclassroom spending has been defined as board administration, department heads, the Director and Senior Officials, custodial, Trustees, debt charges, teacher preparation time, transportation, teacher consultants, school operations, continuing education, principals and vice-principals and clerical staff in the schools.

The Ministry's media release clearly pointed to the decision about how to allocate the fixed resource base as the responsibility and role of schools boards; that is, to decide how best to allocate resources within the budget lines established by Ministry direction. The funding model balances the need for local flexibility with province-wide direction concerning limitations to protect key programs and services. The emphasis is on accountability with school boards being required to submit an annual financial report card at the end of the each school year including specific explanations as to why monies may have been spent differently than the Ministry calculated in grant monies.

Emphasizing that the information to date is not complete and timelines are still unknown, the officials are just beginning to digest the information.

15. Report re Superintendent of Operations

A. Greenleaf spoke to the report, referencing D. Grant's earlier comments around the unknown factors within the new funding model. Until further decisions are made, the attempt will be made to maintain the Operations portfolio through co-operation among the Senior Officials.

RESOLUTION #98-101: It was moved by J. Dewar, seconded by E. Johnstone that the Report re Superintendent of Operations be received for information.

CARRIED.

16. The Hamilton-Wentworth District School Board Logo

RESOLUTION #98-102: It was moved by J. Bishop, seconded by J. Dewar that the design by Glen Brown of Memorial School staff and chosen by the Logo Contest Evaluation Team be approved by the trustees for use throughout The Hamilton-Wentworth District School Board.

J. Bishop noted the Selection Committee's intent to mount an exhibition of all the designs submitted.

To the motion, CARRIED, 6 in favour, 3 opposed and 1 abstained.

17. Transfer of Employees

D. Russon noted that the resolution is taken from the action recommended by the Education Improvement Commission. She noted that:

- 44 employees have indicated their acceptance of the transfer
- the French Language Board has agreed that CUPE members will remain with this Board
- 1 employee has appealed the transfer and the appeal process has begun

RESOLUTION #98-103: It was moved by B. Wallace, seconded by R. Woodworth that The Hamilton-Wentworth District School Board adopt the following resolution:

- (i) The Hamilton-Wentworth District School Board (DSB#21) approves the proposed transfer of employees as set out in the Joint Request made by The Hamilton-Wentworth District School Board and the Le Conseil scolaire de district Centre-Sud-Quest on August 31, 1998 at the latest; and
- (ii) the proposed transfer of employees will not unduly impair the ability of The Hamilton-Wentworth District School Board (DSB#21) to exercise its powers, carry out its duties and conduct its day-to-day operations.

CARRIED.

18. Hamilton District Society for Disabled Children re Alternate representative on SEAC
RESOLUTION #98-104: It was moved by J. Bishop, seconded by H. Bullock that Mark Matson be appointed to the Special Education Advisory Committee as the alternate representative for the Hamilton District Society for Disabled Children.

CARRIED.

19.School Trips

RESOLUTION #98-105: It was moved by H. Bullock, seconded by W. Hicks that the following school trips be approved:

- (a) Grade 6 - G. L. Armstrong School - Camping Trip, Camp Wanakita from May 19 to 22, 1998 inclusive;
- (b) Grade 8 - G. L. Armstrong School - History Trip, Ottawa from May 20 to 22, 1998 inclusive;
- (c) Grade 7 - G. L. Armstrong School - History Trip, Midland from June 11 to 12, 1998 inclusive;
- (d) Grades 10 to OAC - Sir Allan MacNab School - Junior Band Performance, Chatham from April 23 to 25, 1998 inclusive;
- (e) Grades 11 to OAC - Westdale School - Drama Festival, Chatham from March 31 to April 3, 1998 inclusive;
- (f) Grades 9 to OAC - Westmount School - Mehock Relays, Mansfield, Ohio, U.S.A. from April 16 to 18, 1998 inclusive;
- (g) Grades 9 to OAC - Westmount School - Music Festival, Chicago, U.S.A. from April 22 to 26, 1998 inclusive.

CARRIED.

20.Questions of Committee Chairs

Nil.

21.Chairs' Reports

R. Mulholland reported he attended the Parkside High School International Day where the focus was on the elimination of racism and appreciated the opportunity to witness the wonderful things that were happening. As well, he attended the City Wide String Orchestra concert in Hamilton Place where the Director made welcoming remarks on the Board's behalf and he participated as a judge at the Dundas Public Schools public speaking competition.

R. Woodworth indicated he also attended the finals for the public speaking contest in the County and, noting how impressed he was with the young people who participated, hoped this worthwhile tradition would extend into the City schools as well.

One member emphasized the need to ensure that delegations who make presentations to the Standing Committees are informed when their concerns are going to be addressed by the officials and that this process be conveyed to the group who presented to the Business Committee.

W. Joudrie noted that, in this particular situation, he has had ongoing conversations with the Co-Chairs of the Guy Brown School Council and believed the Board was being viewed in the community as open and approachable.

22.OPSBA Report

J. Bishop reminded the trustees of the Central West Regional Council meeting being, hosted by this Board, on Saturday, April 4, 1998.

B. Wallace encouraged early registration and accommodation bookings for the Annual General Meeting in Niagara Falls from June 11-14, 1998.

CORRESPONDENCE

RESOLUTION #98-106: It was moved by J. Rogers, seconded by E. Johnstone that the following correspondence be received and filed:

23. Thanks for the Board's expressions of sympathy, families of Donald Hewitt and Doug Watson

24. Ontario Federation of Home & School Associations re appreciation for support at Information Night

25. Ontario School Library Association re nomination for 1998 Award of Excellence
CARRIED.

RESOLUTION #98-107: It was moved by J. Dewar, seconded by W. Hicks that the following correspondence be referred to the Director:

26. Chad Isnor re permission to survey staff of schools (A. Greenleaf)

A. Greenleaf noted that he could not recommend the Board grant permission to conduct the survey in view of the personal information being solicited and indicated he would inform Mr. Isnor accordingly.

To the motion, CARRIED.

RESOLUTION #98-108: It was moved by B. Wallace, seconded by H. Bullock that the following correspondence be referred to the Education Sub-Committee of the Transitions Committee:

27. Wentworth Kindergarten Association re all day/alternate day kindergarten

28. Toni Skarica re Junior Kindergarten programs

29. Resolution from Ottawa-Carleton District School Board re funding of JK for 1998-99

30. Pleasant Valley School Council re every-day, half-day kindergarten

CARRIED.

RESOLUTION #98-109: It was moved by H. Bullock, seconded by J. Dewar that the following correspondence be received and filed:

31. Mayor Robert Wade, Town of Ancaster, re 1998 Ancaster Community Food Drive

RESOLUTION #98-110: It was moved by E. Johnstone, seconded by J. Bishop that the following correspondence be referred to administration:

32. City of Hamilton re Task Force to Consider Dogs in Parks Leash Free

CARRIED.

RESOLUTION #98-111: It was moved by L. Peddle, seconded by B. Wallace that the following correspondence be referred to the Accommodation Sub-Committee of the Transitions Committee:

33. Glenwood School Council re current program and school facility

CARRIED.

RESOLUTION #98-112: It was moved by B. Wallace, seconded by W. Hicks that the following correspondence be referred to the Education Committee:

34. Hamilton Secondary School Principals' Council re occasional teachers' list
CARRIED.

RESOLUTION #98-113: It was moved by E. Johnstone, seconded by J. Rogers that the following correspondence be received and filed:

35. MOET re approval of funding for the "Grade 11 Work Experience Program"
36. Keel Cottrelle re Names of District School Boards
CARRIED.

RESOLUTION #98-114: It was moved by E. Johnstone, seconded by H. Bullock that the following correspondence be received and filed:

37. Canadian Education Association re continuing service pending membership approval
CARRIED.

DISTRIBUTION

38. Business Functions Flow Chart

A. Greenleaf noted the information was presented in response to trustee requests for information regarding the managerial line supporting the Superintendencies.

RESOLUTION #98-115: It was moved by J. Dewar, seconded by B. Wallace that the Business Functions Flow Chart be received for information.

A. Greenleaf responded to a question that the assignment of tasks in the business panel is still incomplete and as further discussions are held, there would likely be an additional assignment to this area.

To the motion, CARRIED.

RESOLUTION #98-116: It was moved by J. Dewar, seconded by J. Rogers that the following be received for information:

39. Memorandum from the Ministry of Education and Training re Amendment to Regulation 304 - School Year and School Holidays be received for information.
CARRIED.

23. PUBLIC QUESTIONS OF CLARIFICATION

D. Grant responded to a question from Joe Coleman that he anticipates that classroom lighting will be classified as a nonclassroom expense. R. Mulholland responded to Mr. Coleman's further question that any likelihood of school closures would be dealt with in-camera.

RESOLUTION #98-117: It was moved by J. Dewar, seconded by E. Johnstone that the Board meet in-camera.

The Board then met in-camera with the open session resuming at 11:15 p.m.

RESOLUTION #98-118: It was moved by R. Woodworth, seconded by E. Johnstone that all motions made in-camera be adopted as follows:

4. Report of the Business Committee

On behalf of L. Orban, it was moved by R. Woodworth, seconded by E. Johnstone that the Report of the Business Committee dated March 12, 1998 re Transfer of Assets to District School Board #58 be adopted.

5. Flamborough Option to Purchase School Board Lands

It was moved by R. Woodworth, seconded by H. Bullock that The Hamilton-Wentworth District School Board approve the proposal received from the Town of Flamborough dealing with a plan to provide accommodation for pupils on school board lands adjacent to Waterdown District High School, subject to Ministry of Education and Training approval, if necessary, and review by the Board's solicitor.

6. Transfer of Assets to District School Board #58

It was moved by B. Wallace, seconded by J. Rogers Be it resolved that the recommendations regarding the transfer of assets to District School Board #58 be approved as presented.

7. Committee of Review Report

It was moved by R. Woodworth, seconded by E. Johnstone that the Committee of Review Report dated March 13, 1998 be adopted as presented.

8. Principal Appointment

It was moved by B. Wallace, seconded by R. Woodworth that RICK HIRST be placed as Principal at Ancaster Senior Public School commencing April 1, 1998.

9. CORRESPONDENCE

Two pieces of correspondence were received and referred as appropriate.

10. SUSPENSION REPORT

Received for information.

CARRIED.

The Chair noted the presence of the Town of Flamborough Mayor McMeekin and a member of Council and conveyed to them the Board's approval of their proposal to purchase school board lands.

RESOLUTION #98-119: It was moved by R. Woodworth, seconded by B. Wallace that the Board meeting adjourn, this being done at 11:15 p.m.

ACTION ITEMS

*REGULAR BOARD
APRIL 16, 1998*

#8a

REPORT OF THE EDUCATION COMMITTEE SECOND REPORT

Those present: Bruce Wallace, (Chair), Judith Bishop, Janice Dewar, Eleanor Johnstone, Joseph Rogers and Ray Mulholland.

Also present: Heather Bullock, Wes Hicks, Lillian Orban and Reg Woodworth.

In attendance: Allan A. Greenleaf (Director of Education and Secretary), Marguerite Botting (Superintendent of Instructional Services), Ken Bain (Superintendent of Education - County West), Elizabeth Bond (Superintendent of Education - Secondary East, Secondary Restructuring Lead), Krys Croxall (Superintendent of Education - County East), Pat Gillie (Superintendent of Education - Mountain East), Don Grant (Superintendent of Business and Treasurer), Wayne Joudrie (Superintendent of Education - City East) and Ken Waters (Superintendent of Education - Secondary West, Secondary Operations Lead).

Recommended Action:

Moved by _____, seconded by _____: That the Report of the Education Committee dated April 2, 1998 be adopted as distributed.

1. Board Referrals

(a) Draft Regulations for Delegation Presentations to Committee

It was moved by J. Bishop: That the following Regulations for Delegation Presentations to Committee, as amended, be approved:

1. A request from an individual or group to appeal before the Committee must be made in writing to the Secretary of the Board and should include the nature of the request, at least six calendar days in advance of the Committee meetings.
2. Delegations must submit their presentations in writing to the Secretary of the Board no later than the Monday afternoon prior to the meeting. Individuals who have difficulty in creating a written submission will be offered appropriate support through the Office of the Secretary of the Board.
3. Presentations are expected to follow the outline of concerns identified in the written submission. If the materials presented differ substantially from the written submission, the Chairman has the right to call an immediate recess in order to clarify the situation.
4. Presentations shall not exceed fifteen minutes in length, exclusive of questions for clarification. Extensions to this timeline may be granted by Committee direction.
5. Members of delegations may add comments for clarification.
6. Trustees may ask questions for clarification, without comment pro or con with respect to the issue in general.

As presented at the Committee meeting

7. At the conclusion of the presentation, the Committee may, by specific motion, determine to:
 - (a) Extend appreciation and invite the delegation to be in attendance when the matter is discussed.
 - (b) Debate the issue(s) involved at the conclusion of the agenda.
 - (c) Suspend the Rules of Order by a two-thirds majority to
 - (i) consider the matter immediately.
 - (ii) Refer the delegation's presentation to the administration for review and comment.
 - (iii) Formally receive and file the submission of the delegation.

As presented by Trustee Hicks

7. At the conclusion of the presentation, the Committee may, by specific motion, determine to:
 - (a) Extend appreciation and invite the delegation to be in attendance when the matter is discussed.
 - (b) Debate the issue(s) involved at the conclusion of the agenda.
 - (c) Refer the delegation's presentation to the administration for review and comment.
 - (d) Suspend the Rules of Order by a two-thirds majority to consider the matter immediately.
 - (e) Formally receive and file the submission of the delegation.

[Note: Order of #7. to be determined at Board.]

8. The Committee will then continue to the next item of business.

(b) Hamilton Secondary School Principals' Council (HSSPC) re Occasional Teachers

It was moved by J. Dewar: That the concerns re the occasional teacher situation as outlined in the HSSPC letter be referred to the appropriate Business Transition Committee.

* * * * *

2. PERSONNEL REPORT

It was moved by J. Bishop: That the following recommendations in the Personnel Report dated April 2, 1998 be approved:

SECTION I**K. Croxall, Superintendent of Schools****D. LEAVES OF ABSENCE - CHANGE IN DATES**

That the dates of the leave granted to **Christine Kuffenkeuler**, Elementary Teacher at a previous meeting, be changed to: March 23, 1998 to August 31, 1998.

SECTION II**W. Joudrie, Superintendent of Schools****D. LEAVE OF ABSENCE - DATE CHANGE**

That the dates of the leave granted to **Cathy Rowe**, Elementary Teacher at a previous meeting, be changed to: January 14, 1998 to August 31, 1998.

SECTION III**K. Waters, Superintendent of Schools****D. LEAVE OF ABSENCE - DATE CHANGE**

a) That the dates of the leave granted to **Heidi Sheppard**, Secondary Teacher at a previous meeting, be changed to: February 3, 1998 to June 2, 1998.

b) That the dates of the leave granted to **Janet Lehman**, Cleaner at a previous meeting, be changed to: April 29, 1997 to February 20, 1998.

SECTION IV**D. Russon, Manager, Employee Relations****B. LEAVES OF ABSENCE****1) Change of Leave Date**

That the dates of the Leave of Absence granted to **Susan McKague**, Secondary Teacher, at a previous meeting, be changed to February 17, 1998 to August 31, 1998.

It was moved by J. Bishop: That the Personnel Report dated April 2, 1998 be adopted and the following recommendations contained therein be approved:

SECTION I**K. Croxall, Superintendent of Schools****A. APPOINTMENTS AND TRANSFERS - Nil****B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS****1) Retirement**

That in accordance with Article 17.02(b) of the Elementary Collective Agreement, it is recommended that the retirement of **John LeNoury**, Principal at Mountain View Public School, be accepted effective September 29, 1998.

C. LEAVES OF ABSENCE

a) That a leave is granted to **Heidi Tadeson**, Teacher at Collegiate Avenue Public School, effective June 8, 1998 to January 3, 1999 inclusive (30 weeks).

b) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **John LeNoury**, Principal at Mountain View Public School, be granted a general leave of absence, without pay or allowances, effective September 1, 1998 to September 28, 1998 inclusive (20 days).

E. PROBATIONARY AND PERMANENT CONTRACTS - Nil**F. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil**

SECTION II

W. Joudrie, Superintendent of Schools

- A. APPOINTMENTS AND TRANSFERS - Nil
- B. RESIGNATIONS, RETIREMENT AND TERMINATIONS - Nil
- C. LEAVES OF ABSENCE
 - a) That in accordance with Article 18.02 of the Elementary Collective Agreement, a leave is granted to **Henry Wesselius**, Teacher at Grange Public School, from April 20, 1998 to June 26, 1998 inclusive (10 weeks).
 - b) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **Deborah Vickers** be granted a .3 general leave of absence, without pay or allowances, effective March 28, 1998 to August 31, 1998.
- D. PROBATIONARY AND PERMANENT CONTRACTS - Nil
- E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION III

K. Waters, Superintendent of Schools

- A. APPOINTMENTS AND TRANSFERS - Nil
- B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS
 - 1) Resignation
The Administration wishes to inform the Board of the following resignation:

Sharilyn Arabia, Educational Assistant, effective March 9, 1998.
 - 2) Retirement
That in accordance with the provisions in the C.U.P.E. Collective Agreement - Custodial and Maintenance Unit, it is recommended that the retirement of **Joy Frost**, Caretaker at Flamborough Centre School be accepted, effective May 30, 1998.
- C. LEAVE OF ABSENCES
 - a) That in accordance with Article 18.01(b) of the C.U.P.E. Collective Agreement - Custodial and Maintenance Unit, it is recommended that **Barbara Greathead**, be granted a general leave of absence from March 11, 1998 to March 10, 2000 inclusive (2 years).
 - b) That in accordance with Article 18.03 of the Secondary Collective Agreement, it is recommended that **Alison Churchill-Cook**, Teacher at Parkside, be granted an extended leave, effective April 22, 1998 to August 31, 1998.
- E. PROBATIONARY AND PERMANENT CONTRACTS - Nil
- F. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION IV

D. Russon, Manager, Employee Relations

- A. APPOINTMENTS AND TRANSFERS - nil
- B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS
 - 1) Resignations
That the date shown for the following staff to Leave the Employ of the Board, be approved:

Daniel Home, Educational Assistant (Educational and Lunchroom Assistant Staff), January 30, 1998
Joanne Pitilli, Elementary School Library Secretary (Clerical & Technical Staff), March 30, 1998
Edith Schroedter, Secondary Teacher, 1998 08 31
 - 2) Retirements
That the resignations of the following staff for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Marilyn Bancsi, Elementary Teacher, June 30, 1998
Kathryn Brunt, Elementary Teacher, July 31, 1998
Lois Cascagnette, Assistant Caretaker (Caretaking and Maintenance Staff), June 30, 1998
Richard Duffin Jr., Caretaker (Caretaking and Maintenance Staff) , June 30, 1998
Gwendoyne Foreman, Assistant Caretaker (Caretaking and Maintenance Staff), September 30, 1998

Theresa May, Educational Assistant (Educational and Lunchroom Assistant Staff), June 30, 1998

Archie McQueen, Elementary Teacher, June 30, 1998

Sofia Mikesic, Assistant Caretaker (Caretaking and Maintenance Staff), June 30, 1998

Tibor Nyilasi, Secondary Teacher, June 30, 1998

Eileen Ratford, Assistant Caretaker (Caretaking and Maintenance Staff), May 29, 1998

Esther Simpson, Elementary Teacher, June 30, 1998

B. LEAVES OF ABSENCE

1) General Leaves

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

Leigh-Anne Chiaravelle, Elementary Teacher, May 11, 1998 to December 31, 1998

Elizabeth Gauthier, Attendance Secretary (Secondary School Clerical & Secretarial Staff), April 24, 1998 to October 23, 1998

Donald Grasley, Site Leader (Administrative Staff), November 1, 1997

Janie Jamevich, Attendance Secretary (Secondary School Clerical & Secretarial Staff), March 2, 1998 to August 31, 1998

Albert Likowski, Secondary Teacher, September 1, 1998 to January 31, 1999

Robert McCann, Computer Programmer (Clerical and Technical Staff), April 20, 1998 to April 16, 1999

Marlo Moore, Elementary Teacher, April 6, 1998 to December 4, 1998

Dianne Parr, Senior Speech & Language Pathologist (Administrative Staff), March 20, 1998 to July 16, 1998

Sharon Roth, Secondary Teacher, March 5, 1998

Rita Sorger, Secondary Teacher, September 1, 1998 to August 31, 1999

2) Leave Extensions

That the requests of the following staff for an extension of their Leaves of Absence, effective as shown, be granted:

Lisa Bingleman, Elementary Teacher, September 1, 1998 to December 31, 1998

Guy Bultez, Secondary Teacher, May 11, 1998 to May 15, 1998

Lesley Chiasson, Elementary Teacher, April 27, 1998 to June 9, 1998

Kawong Chung-Shipman, Elementary Teacher, September 1, 1998 to August 31, 1999

Kathryn Clemett, Elementary Teacher, September 1, 1998 to August 31, 1999

Josephine Falletta, Social Worker (Professional and Student Services Personnel), April 1, 1998 to October 30, 1998

Monique Giroux, Elementary Teacher, September 1, 1998 to August 31, 1999

Cynthia Grau, Elementary Teacher, September 1, 1998 to August 31, 1999

Gary Hewitt, Elementary Teacher, September 1, 1998 to August 31, 1999

Nelly Hirasawa, Secondary Teacher, September 28, 1998 to August 31, 1999

Marina Intson, Elementary Teacher, September 1, 1998 to December 31, 1998

Andrea Kay, Elementary Teacher, March 30, 1998 to August 31, 1998

Diana Kidd, Elementary Teacher, September 1, 1998 to August 31, 1999

Jacqueline Madigan, Elementary Teacher, September 1, 1998 to August 31, 1999

Cathy Morningstar-Misiak, Elementary Teacher, May 4, 1998 to August 31, 1998

Gwendolyn Ripco, Elementary Teacher, September 1, 1998 to August 31, 1999

Cornelia Schuster, Elementary Teacher, April 13, 1998 to August 31, 2000

Lynda Staley, Educational Assistant (Educational and Lunchroom Assistant Staff), March 9, 1998 to March 27, 1998 (.5)

Timothy White, Elementary Teacher, September 1, 1998 to August 31, 1999

Fern Zimmerman, Elementary Teacher, March 16, 1998 to August 31, 1998

3) Return from Leave of Absence

That the following staff be returned from Leaves of Absence, effective as shown:

Alayne Allan, Elementary Teacher, April 6, 1998

Guy Bultez, Secondary Teacher, May 18, 1998

Lesley Chiasson, Elementary Teacher, June 10, 1998

Anita Darrell, Secondary Teacher, April 13, 1998

Laura DiMatteo, Elementary Teacher, June 8, 1998

Susan Dunlop, Elementary Teacher, September 1, 1998

Nancy Holmes, Secondary Teacher, September 1, 1998

Jennifer Holmes-Dziuba, Elementary Teacher, September 1, 1998

Carol Jupp, Elementary Teacher, September 1, 1998

Kathryn Kohler, Elementary Teacher, September 1, 1998

D. Lynn Krusto, Elementary teacher, September 1, 1998 (.7)

Judith Lampman, Elementary Teacher, September 1, 1998 (.2)

Marion Low, Elementary Teacher, September 1, 1998

Lisa May, Secondary Teacher, April 6, 1998

Mary McDiarmid-Campbell, Elementary Teacher, March 2, 1998

Patti McMaster, Elementary Teacher, September 1, 1998

Bruce Quinn, Elementary Teacher, September 1, 1998
Cheryl Rowatt, Secondary Teacher, September 1, 1998
Anne-Marie Scoular-Sacchetti, Elementary Teacher, September 1, 1998
Fiona Valiquette, Elementary Teacher, September 1, 1998
Douglas Van Duzen, Elementary Teacher, September 1, 1998
Derek Walker, Educational Assistant (Educational and Lunchroom Assistant Staff),
Fern Zimmerman, Elementary Teacher, September 1, 1998
Anne-Marie Wilson, Secondary Teacher, September 1, 1998 (4/6)

D. PROBATIONARY AND PERMANENT CONTRACTS

1) Probationary Staff

That the following be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Leanne Godden, Educational Assistant (Educational and Lunchroom Assistant Staff)
 March 23, 1998

Kevin MacLean, Secondary Teacher, May 1, 1998 (2/6) (2/3 Sem. 2 only)

2) Permanent Staff

That the following staff be transferred to the Permanent Staff, effective as shown with salary according to the salary schedule:

Joseph DiDonato, Secondary Teacher, May 1, 1998

Mark Hadala, Elementary Teacher, April 13, 1998

E. OTHER MATTERS REQUIRING BOARD ATTENTION

1) Timetable Changes

That the following timetable changes be approved, effective as show, with salary according to the salary schedule.

Warren-Michael Barrett, Secondary Teacher, 1/6 to 2/6 (2/3 Sem. 2), March 2, 1998,

Lynn Lewis, Secondary Teacher, 5/6 to 6/6, (3/3 Sem. 1 and Sem. 2), May 1, 1998

* * * * *

3. Staffing Reports

- a) It was moved by J. Rogers: That the Full Time Equivalent Positions as of April 1, 1998 be received for information.
- b) It was moved by E. Johnstone: That the Report on Supply Teacher Usage as of February 28, 1998 be received for information.

4. 1997 Wentworth Year-End Anti-Racism Report

It was moved by J. Bishop: That the 1997 Wentworth Year-End Anti-Racism Report be received for information.

5. Reporting Process for Special Education Advisory Committee

It was moved by J. Bishop: That the following recommendation from the Report regarding Reporting Process for the Special Education Advisory Committee(SEAC) be referred to SEAC for input.

- a) That the Special Education Advisory Committee continue to report directly to the Board in the same fashion as a regular Standing Committee of the Board.

6. (Wentworth) EQAO Grade 3 Assessment Results - Recommendations

It was moved by J. Bishop: That the Wentworth EQAO Grade 3 Results - Recommendations be approved and referred to administration for consolidation with City School Results - Recommendations.

7. Delivery of Vocational Education for September 1998/Planning for September 1999

(a) It was moved by J. Bishop: That Highland Secondary School and Saltfleet District High School continue to provide vocational education programs for the 1998-99 school year, and that County students, currently in vocational programs (at Highland, Saltfleet or General Brock) have accessibility to City vocational schools and that County elementary school students who meet the established criteria for vocational education also have accessibility to City vocational schools, with the agreement of the parents and the principals of the City vocational schools.

(b) It was moved by J. Dewar: That vocational education be reviewed, as part of secondary school reform, with recommendations for Board approval for September 1999.

Respectfully Submitted

REPORT OF THE BUSINESS COMMITTEE SECOND REPORT

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Laura Peddle, Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Janice Dewar and Eleanor Johnstone.

In attendance: Allan A. Greenleaf (Director of Education and Secretary), Don Grant (Superintendent of Business and Treasurer), Marguerite Botting (Superintendent of Instructional Services), Krys Croxall (Superintendent of Education - County East), Pat Gillie (Superintendent of Education - Mountain East), Wayne Joudrie (Superintendent of Education - City East), Merv Matier (Superintendent of Transitional Services), Murray Quinn (Superintendent of Education - City West), Stew Thompson (Superintendent of Education - Mountain West), Lucy Veerman (Acting Senior Financial Officer) and Ken Waters (Superintendent of Education - Secondary West, Secondary Operations Lead).

Recommended Action:

It was moved by _____, seconded by _____: That the Report of the Business Committee dated April 9, 1998 be adopted as distributed.

1. Delegations

(a) Presentation re Pediculosis

It was moved by W. Hicks: That the Presentation re Pediculosis be referred to the administration for a review.

2. School Board Restructuring Fund

It was moved by H. Bullock: That The Hamilton-Wentworth District School Board approve the application for School Board Restructuring Funding for the projects as set out in the Appendix dated April 9, 1998 with the addition of a project regarding the implementation of an integrated student information system.

3. Ontario Member School Board Association

(a) It was moved by W. Hicks: That The Hamilton-Wentworth District School Board participate as a member of the Ontario member School Board Association.

(b) It was moved by R. Woodworth: That The Hamilton-Wentworth District School Board designate and authorize the Director of Education of The Hamilton-Wentworth District School Board to exercise the vote of The Hamilton-Wentworth District School Board as a member of ONTARIO MEMBER SCHOOL BOARD ASSOCIATION and the Director of Education alone is hereby authorized and directed for and on behalf of and in the name of The Hamilton-Wentworth District School Board to do all things which may be necessary or desirable to give full effect to the foregoing, including without limitation, to execute and deliver under corporate seal of The Hamilton-Wentworth District School Board or otherwise all instruments, documents and agreements and all such instruments, documents and agreements comply with and are authorized by this resolution.

(c) It was moved by W. Hicks: That The Hamilton-Wentworth District School Board agree to indemnify and save harmless the Director of Education as a member of the Board of Directors of ONTARIO MEMBER SCHOOL BOARD ASSOCIATION from all claims, actions or causes of action, or any and all costs or liabilities of any kind or manner whatsoever as a result of the Director of Education acting as a member of the Board of Directors of ONTARIO MEMBER SCHOOL BOARD ASSOCIATION and that the Director of Education be authorized to execute any appropriate form of written Indemnity and or certified copy of this resolution.

4. Regular Agenda Reports of the Former Boards

It was moved by R. Woodworth: That continuation of the regular agenda reports of the former boards be limited to the monthly Education Development Charges report.

5. Superintendent's Report re License Between Saltfleet District High School and Stoney Creek and District Rugby Association

It was moved by W. Hicks: That the License Agreement between Saltfleet District High School and Stoney Creek and District Rugby Association be referred to the administration for legal consultation and that a report be brought back as early as possible to the Business Committee.

6. Comprehensive Energy and Water Reduction Program Update

It was moved by W. Hicks: That, subject to the workshop presentation, and in accordance with the Energy Service Agreement, Tesco be authorized to implement the improvements in Basket 2 Schools.

7. Creative Playstructure - Sanford Avenue School

It was moved by R. Woodworth: That the Hamilton-Wentworth District School Board enter, at no cost to the Board, into a legal agreement with the City of Hamilton for the purpose of constructing an upgraded playstructure west of the Norman "Pinky" Lewis Recreation Centre on the grounds of Sanford Avenue School.

8. Creative Playstructure - Peace Memorial School

It was moved by R. Woodworth: That the Hamilton-Wentworth District School Board enter, at no cost to the Board, into a legal agreement with the City of Hamilton for the purpose of constructing an upgraded playstructure in the north-east corner of the property of Peace Memorial School.

9. Superintendent's Report re Tapleystown Septic Field

It was moved by H. Bullock: That the report re Tapleystown Septic Field be received for information.

10. Mount Hope Bus Routes

It was moved by H. Bullock: That the report re Mount Hope Bus Routes be received for information.

11. Request for Update - Asbestos Abatement Team - Trustee Mulholland

It was moved by R. Woodworth: That the verbal update re Asbestos Abatement Team be received for information.

12. School Trips

It was moved by R. Woodworth: That the following trip requests be approved:

- a) Grade 8 - Dalewood School, Science Trip - Brock University, St. Catharines, Ontario from May 6 to 8, 1998, inclusive;
- b) Grade 8 - Highview School, Camping Trip - Kilcoo Camp, Minden, Ontario from May 26 to 30, inclusive;
- c) Grades 4 to 5 - Lincoln Alexander School, Environmental Studies Trip, Toronto Zoo on April 20, 1998;
- d) Grades 9 to OAC - Barton School, Track and Field Meet, London, Ontario on April 25, 1998;
- e) Grades 9 to OAC - Barton and Sir Allan MacNab Schools, Track and Field Meet, Brockville, Ontario from May 8 to 9, 1998, inclusive;
- f) Grades 9 to OAC - Barton School, History Trip, Midland, Ontario on June 2, 1998;
- g) Grade 11 - Sir Allan MacNab School, Track Meet, Mansfield, Ohio, U.S.A. from April 17 to 18, 1998, inclusive;
- h) Grade 11 - City and County Secondary Schools, Leadership Skills Trip [1 student per school], Bolton, Ontario from May 20 to 21, 1998, inclusive.

13. Update - Demolition of Allenby School Shed

It was moved by R. Woodworth: That the verbal update re Demolition of Allenby School Shed be received for information.

14. Action of Staff - Crestwood School

It was moved by R. Woodworth: That the verbal report re Action of Staff - Crestwood School be received for information and that a letter of commendation from the Chair of the Board be sent.

15. Letter to the Public Relations Officer re Child Care Cheques (Due to Teacher Work Stoppage)

It was moved by R. Woodworth: That the verbal report re Letter to the Public Relations Officer re Child Care Cheques (Due to Teacher Work Stoppage) be received for information.

16. 1998 Stub Year Capital Projects

It was moved by W. Hicks: That the Hamilton-Wentworth District School Board approve the proposed capital projects as set out in the attached Appendices (Appendix A - Facilities Renewal Projects and Appendix B - Other Capital Projects) dated April 9, 1998.

17. Town of Flamborough re Elementary Accommodation in Waterdown

It was moved by W. Hicks: That the correspondence from the Town of Flamborough re Elementary Accommodation in Waterdown be received and filed.

Submitted by

Board Room
1998 04 09

L. ORBAN
Chair

REPORT OF THE SPECIAL EDUCATION ADVISORY COMMITTEE**MARCH 25, 1998****Recommended Action:**

Moved by _____, seconded by _____: That the Report of the Special Education Advisory Committee dated March 25, 1998 be adopted as follows:

1. LEIC Recommendation regarding Students Currently at General Brock

It was moved by C. Vlahovich:

"That the District 21 Board offer to those students currently at General Brock the following options:

(a) stay at General Brock until they receive their Certificate of Education or their high school diploma

(b) return to the District 21 Board to complete their high school education in an educationally appropriate setting.

2. Terms of Reference

It was moved by V. Wylson- Sher: That the Terms of Reference be approved:

TERMS OF REFERENCE

Ontario Regulation 464/97 made under the Education Act

NAME: The name of the committee shall be The Hamilton-Wentworth District School Board Special Education Advisory Committee.

MANDATE: The mandate of the Special Education Advisory Committee of the Board is to make recommendations to the Board regarding matters related to the establishment, development and delivery of special education programs and services.

COMPOSITION:

The Special Education Advisory Committee shall consist of:

- a) one representative from no more than twelve local associations. Local association is defined as an association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an association or organization that is not an association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults.
- b) one alternate for each representative to sit at the table.
- c) three trustees appointed by the Board.
- d) up to eight additional members. Additional members are defined as members who represent an organization which furthers the interests and well-being of one or more groups of exceptional children or adults and who are neither representative of a local association or members of the Board or another committee of the Board.
- e) The composition of the SEAC membership shall reflect the range of exceptionalities within the Hamilton-Wentworth District School Board.

Qualifications:

Members of SEAC must be a Canadian citizen, 18 years of age or older, a resident within the area of jurisdiction of the Board and a public school board elector.

A person is not qualified to be a member of SEAC if he/she is employed by the Board.

TERMS OF OFFICE:

The members of the Committee shall hold office during the period of time of the Board of Trustees.

The board may fill vacancies for the remainder of the term of the vacancy.

Until the vacancy is filled, the alternate shall act in the member's place.

RESPONSIBILITIES OF COMMITTEE MEMBERS

Each member is expected to:

1. respond to the needs of all exceptional students under the jurisdiction of the Board.
2. respect the right to privacy of individual exceptional pupils by avoiding discussion of individual cases.
3. acquire and maintain a working knowledge of the special education programs and services provided by the Board.
4. present to the Committee the interests, concerns and suggestions of the association which they represent, regarding the programs or services of the Board.
5. suggest items of concern for inclusion on the agenda
6. suggest appropriate educational topics for discussion
7. make motions for debate and decision
8. keep the local association which they represent informed of the proceedings of the Committee
9. be available as an informed and knowledgeable resource to the parents of exceptional children. This could include providing information on the special education programs, services and procedures of the Board including in particular the Identification, Placement and Review procedures and appeals
10. be available as an informed and knowledgeable resource for the schools and the community
11. attend meetings on a regular basis, or to inform the alternate and the SEAC chair or SEAC secretary when he/she cannot attend the meeting. When so informed, it is the responsibility of the alternate to attend the meeting and act in the member's place.

COMMITTEE MEETINGS**Quorum**

A quorum is defined as the majority of the members of the Committee.

Meeting Dates/Times

Meetings shall be held once monthly, except July and August.

Meetings shall commence at 7:15 pm and end at 9:15 pm. Extensions may be made by a majority vote.

Rules of Order

The appropriate rules of the Board shall govern the order and conduct of the meeting of the Committee.

Election of the Chair/Vice-Chair

At the first meeting of the Committee in December, the members shall elect one of their members as chair and one of their members as vice-chair for a one-year term. The vice chair shall act as the chair in the chair's absence.

Voting

Every member present at a meeting, or his/her alternate when attending the meeting in place of the member, shall have one vote.

The chair may vote with the membership.

In the case of a tie vote, the motion shall be lost.

DUTIES OF THE BOARD

- 1) The Board shall make available to the SEAC personnel and facilities necessary for the proper functioning of the committee.
- 2) The Board shall provide the members of SEAC and their alternates with timely information and orientation regarding:
 - (a) the role of SEAC and the Board in relation to special education
 - (b) Ministry and Board policies and Board decisions relating to special education.
- 3) Prior to making a decision on a recommendation made by SEAC, the board shall provide an opportunity for SEAC to be heard by the Board or any other committee of the Board to which the recommendation is referred.
- 4) SEAC shall have the opportunity to participate in the Board's annual review of the special education plan.
- 5) SEAC shall be provided with the opportunity to participate in the annual budget process as it relates to special education.
- 6) SEAC shall be provided with the opportunity to review the financial statements of the Board that relate to special education.

3. Correspondence from Glenwood School Council

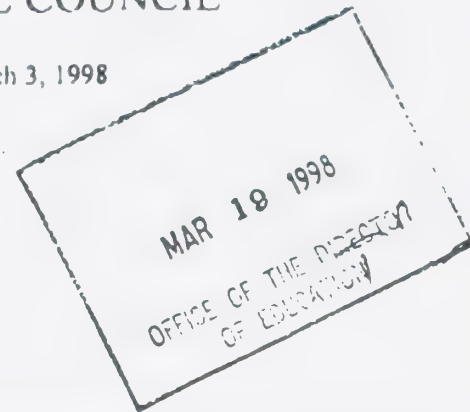
It was moved by H. Bushey:

- (a) That SEAC support the recommendation of the Parent Council from Glenwood School (attached) regarding students moving from Glenwood School to Parkview School in Hamilton.

10-3
GLENWOOD SCHOOL COUNCIL

March 3, 1998

Mr. Al Greenleaf
Director and Secretary
Hamilton-Wentworth District School Board
Hamilton, Ontario



Dear Mr. Greenleaf

The Glenwood School Council endorses relocating the Glenwood program, as it now exists, to the Fairview School site in Hamilton for September 1998. Refitting the building, the former Maple Lane school, for service as a regular public elementary school could be beneficial for both Glenwood pupils and for Ancaster residents.

The Glenwood School Council is proud of the Glenwood program and that it provides for a range of services for children and young adults.

The council supports the proposal to move the existing Glenwood program to Fairview School where the facilities are highly appropriate for Glenwood pupils and in many ways offer advantages over the physical plant it now occupies. Glenwood staff also endorse a relocation to Fairview School.

The council also recognizes the pressing need in Ancaster for additional classroom facilities to accommodate the growing public elementary school population, particularly the need to service students from the Meadowlands development and the new subdivision at Fiddlers Green Road and Highway 53.

While every parent wishes his or her child could attend a local school located near their home, the current funding situation makes it unlikely one will be built in the Meadowlands area in the foreseeable future. If the building currently occupied by the Glenwood program were converted for use as an elementary school for children from the Meadowlands, at least those children could all be taught together in the same school within their community. Over-crowding would be relieved at Grange and other area facilities, without the huge cost of building a new elementary school. It might be possible to have one principal service both Grange and the Maple Lane facility, minimizing administrative costs.

Glenwood School Council believes this proposal is as close to a win/win situation as students, parents and taxpayers are likely to get in the current economic climate. Glenwood's program would be preserved in an appropriate and desirable setting, while children from the Meadowlands community would have the opportunity to be educated at the same school as their neighbours. The proposal would also help to alleviate overcrowding at neighbouring Ancaster schools without the cost of constructing new schools or redefining existing school boundaries.

We believe this proposal is beneficial for everyone concerned.

On behalf of,

Laura Ramsay

Glenwood School Council
Laura Ramsay, Chairperson

c c Wayne Joudrie
Merv Mater
Beverly Sheppard

G-7

#11

THE HAMILTON COUNCIL OF HOME AND SCHOOL ASSOCIATIONS



c/o 158 Longwood Rd. N.
Hamilton, On L8S 3V9

AFFILIATED WITH
ONTARIO FEDERATION OF
HOME AND SCHOOL ASSOCIATIONS
HAMILTON, ONTARIO
FOUNDED IN 1933

March 27, 1998

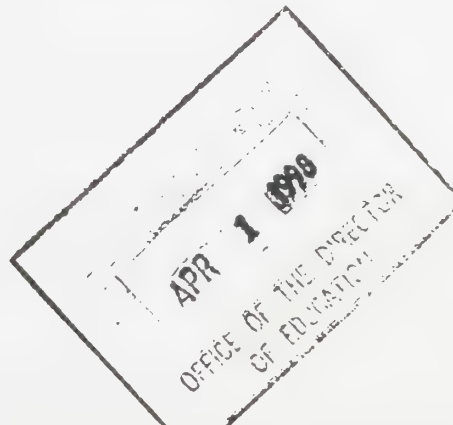
TO: Mr. A. Greenleaf, Director, Hamilton-Wentworth Board of Education

RE: Home & School representation on SEAC

Unfortunately, the current Home & School Council representative Linda Burns is not able to continue her term on the Special Education Advisory Committee. This position will be filled by Sue Anderson, a parent at C.B. Stirling School. Sue's address is 30 Quincy Court, Hamilton L8W 2T5 and her telephone number is 387-4182.

Sincerely,

Laura Newkirk
President, Hamilton Council of Home & School Associations



RECOMMENDED ACTION:

It was moved by _____, seconded by _____

That Sue Anderson replace Linda Burns as the Hamilton Council of Home and School Association representative to the Special Education Advisory Committee.

#13

The Hamilton-Wentworth District School Board

Memorandum

To: Trustees
From: The Director of Education
Subject: Re-design of Operations Portfolio

Recommended Action:

Moved by: _____

That the operations portfolio be re-designed by the transfer of all non-Plant functions to the business portfolio.

Rationale:

The foregoing recommended action provides for the transfer of the following functions to the business portfolio:

- ☐ Community Use of Schools
- ☐ Municipal Planning, Catchment Areas, Boundary Studies
- ☐ Insurance
- ☐ Transportation
- ☐ Duplicating
- ☐ Mailroom
- ☐ Switchboard

These functions would be accommodated within the business superintendency with the addition of a 6th Manager and refinement of existing departments assignment list.

Advantages of this transfer of functions include:

- ☐ provides for further integration possibilities among business departments;
- ☐ provides for the Superintendent of Operations to focus exclusively on Plant services issues;
- ☐ establishes mandate for addressing key accommodation, planning and property issues highlighted by the new funding model.

Should the Board approve the above recommended action, the position descriptions for the Superintendent of Business and Treasurer and the Superintendent of Operations will be amended accordingly.

DG/GdeJ
1998-04-14

#14

The Hamilton-Wentworth District School Board

Memorandum

To: Trustees

From: The Director of Education

Subject: Staff Placement

The Placement Committee, consisting of Allan Greenleaf, Merv Matier, Don Grant and Deborah Russon, held a meeting on April 9, 1998 to consider the Manager of Accommodation & Planning position. The consensus reached by the committee was that:

- ☐ the job content of the Manager of Accommodation & Planning position does not constitute a new position;
- ☐ Daryl Sage was recognized as the sole incumbent for the position.

Accordingly, please be advised that Daryl Sage has been placed in the position of Manager of Accommodation & Planning, effective April 17, 1998.

DG/GdeJ
1998-04-14

Central West Regional Council Meeting

April 4 1998

Notes from the meeting

Judith Bishop.

EXPERT PANEL ON THE FUNDING MODEL

Transition Funds: The Director of Education from Halton : these, for three years only, are to cover textbooks and library books, costs of amalgamation, and new funding to reduce class size. For example: \$1.2 billion is to mitigate for the new class size averages; but what will happen after three years?

Funding Shortfalls: If the funding formula in Bill 160 is worked, the dollars to complete that work are not there. The definition of what is classroom spending has changed and now includes items which were previously outside the government's definition, so that the government can claim that it has increased the amount spent on direct classroom teaching. In Halton the overall dollars are reduced from 1997 expenditures.. There is 3 million more now assigned to the classroom, but this is balanced by a loss of 2 million from administrative costs: all money spent centrally such as staff development and computers is shown as central administration support. Overall, dollars have been cut.. There are cuts to library and to teachers.

Staffing Implications Debbie Russon: (Human Resources, Hamilton-Wentworth)

The funding model uses average salaries which are \$5-7000 light in money from Hamilton-Wentworth's average salaries. The staffing models to staff schools in September will have to be adjusted, but must be done through collective agreements. No money has been assigned for extra severance packages outside those prescribed in the Labour Relations Act, nor for needed training nor pay equity. Staff morale is going to be a problem.

Program Implications Pam Reinholt (Superintendent of Program, Grand Erie Board)

There are questions about in-service for teachers, and computer network (currently leased). How are they to be funded? There are concerns about native students who use the secondary schools of the Board: does average daily enrolment include them? Will the grants that are provided for them by the Federal Government be added to the foundation secondary grant? The dialogue that is needed with the Federal Government has not started.

Discussion : Class size: the average class sizes of 25 in elementary and 22 in secondary include gifted students but not special education students in self-contained classes. Reports will be made to the public on a school by school basis, starting next year. The rural-urban differences in class sizes will then cause problems. Rural schools are often kept open even though class sizes are small, because they are valued by their local communities, and because there is a wish not to bus the children to larger centres. Class sizes in the towns are larger. Meanwhile enrolment is rising in some areas. In the past transportation was used to move students to empty schools, but the formula only allows money to be moved out of transportation, but not to be moved in. The funding formula also favours schools at 350-400 students at the elementary level, and those over 1300 students at the secondary level. This will force boards to close schools that are smaller. Because of the short time frame for September 1998 start-up, boards may have to ask permission to waive their school closure policies so that schools can be closed in time.

Inadequate Special Education funding is a concern to the public boards. They have always spent more money than the separate school boards in this area. It appears that students will have to be formally identified to receive funding under the envelope. Parts of the funding envelope are capped.

The Early Learning Grant seems to provide 80% of the cost of providing senior kindergarten.

TRANSITION SERVICES TEAM REPORT:

A code of conduct for trustees is being considered. The role of trustees in negotiations is being surveyed.

PROGRAM TRANSITION TEAM REPORT:

Funding Model: The information is not clear, and will need deciphering. Boards were reporting a shortfall in funding from their 1997 figures; even a northern board such as Rainy River was not seeing an increase in revenue, in spite of the ministry pronouncements. Discussion on the Early Learning Grant indicated that it was insufficient for boards without J.K. to use it to start up the program. It does not really indicate a strong commitment to junior kindergarten or early childhood education. Adult Education funding was seriously cut, and concerns were expressed about the ability to continue programs. There appeared to be no funding for remediation for students not meeting bench marks in elementary schools; there is no funding for elementary summer schools. Will there be flexibility for other models e.g. Ottawa provides .4 of a library technician to every 260 elementary pupils, will this continue?

Coalition for Student Nutrition is supported by OPSBA executive Council. It is seeking sustainable funding from the government.

Secondary School Reform: where will the funding for remediation for those who don't pass the literacy test come from? What happens in the years when schools will be running two parallel programs in schools for those in the five year program and those in the new four year program? Committee agreed that there were necessary steps to be achieved to ensure that there is a smooth transition to the new program, and that the MET should be held accountable for meeting these deadlines.

EQAO : there needs to be better communication between EQAO and OPSBA

C O R R E S P O N D E N C E

REGULAR BOARD
APRIL 16, 1998

#18

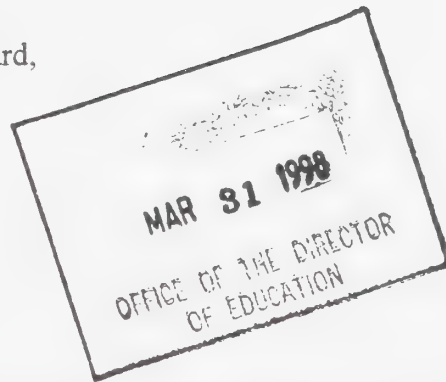
ANCASTER HIGH SCHOOL ADVISORY COUNCIL
JERSEYVILLE ROAD,
ANCASTER, ONTARIO

March 27, 1998

Fax 521-2539

Mr. Allan A. Greenleaf,
Director of Education & Secretary-Treasurer of the Board,
Hamilton-Wentworth Board,
Main Auditorium,
100 Main St. West,
Hamilton, Ontario

Dear Mr. Greenleaf:



Further to the original meeting of Chair's of the School Advisory Councils' in January 29, 1998, the Principal and Staff have now organized a list of Capital Requests for 1998 as well as a list of Major Projects for Consideration which is enclosed.

Under the new funding model it is not clear whether there is money for us with respect to capital expenditures but we wish to go on record in the hopes that we can be considered.

As Ancaster High School services a very large area, its needs must be protected. Please let us know what means we should pursue so that we can be counted.

Yours very truly,


Nancy Dixon, Chair

/nd

c.c. Mr. Bruce Wallace, School Trustee
c.c. Mrs. Janet Southall-Evans, Principal

①

18-1

CAPITAL REQUESTS - 1998

RANKING

- Ventilation: repair, upgrade - AUTO
- Sci office, chemical storage
- curtains (\$500 per room, $\frac{1}{2}$ curtains)
Rm 208, 200, 201, 205, 14, West Wing
- A/C Library
- recycling centres at all exits
- clocks
- new corkboard - East Wing.
- security cameras
- computers, filing cabinets, Tape recorder ^{RESOURCE}
- choir risers
- screen, humidifier, filing cabinet, phone - E3
- Sanders, routers - CARP.
- stools, computer, CD Rom - AUTO
- edit, sound insulation, lighting - COMM. LAB.
- editors, monitors, VCR, dimmer, CD players - COMM. LAB.
- Computers, cameras, printer, scanner - COMM. LAB.
- lathes, welders, computer - MANUFACTURING LAB.
- upgrade computer labs Rm. 114/116
- Classroom computers
- printers
- Math. computer lab (20,000)
- screens in Math. rooms
- TV monitor / VCR - lower E wing
- robotics programme - Elec.
- Computers, tables, poster storage - LIB.
- Computer, CD Rom, A/C, upright freezer - 201

(2)

18-2

- Computers, carpet - GUID
- Career centre Computers
- VHS, monitor - GEOG
- Copier - upper E. Wing.
- blackout Curtains, Computer - 204
- Computer - PEG
- fitness/dance studio - mirrors, barres - PEG
- pottery wheel - ART 1
- screen, TV, VCR, projector - 21
- electrical receptacles - 21
- elec. outlet, filing cabinet - 12
- carpet - TA
- TV monitor, VHS machine - West Wing
- Carpet, paint stage - AB
- video projector

18-3

MAJOR PROJECTS FOR CONSIDERATION

SUPPORT RANKING

- enlarged Library
- enlarged foyer
- school sign (~10,000)
- fence field (~10,000)
- all weather track (300,000 ~)
- washrooms - renovate, upgrade
- work spaces
- renovate Sci. labs - peripheral labs
- improve P.A. in classrooms
- redesign entrance/exit/pickup driveways
- replacement lockers
- tennis courts (25,000 ~)
- 1 Central office, library - resurrect plans
- renovate music rooms
- pit covers, sound system - AUD.
-

#19



April 7, 1997.

Allen Greenleaf
Director and Secretary
Hamilton and Wentworth District School Board
100 Main St.W.
Hamilton, Ontario
L8N 3L1

Dear Mr. Greenleaf,

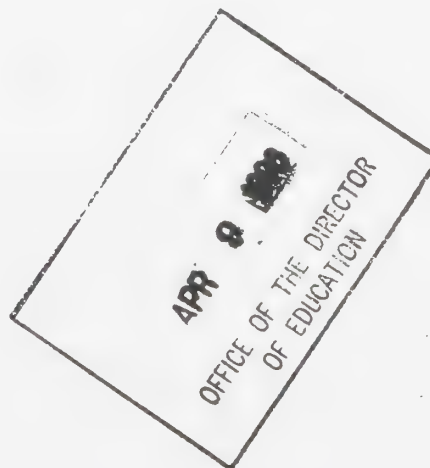
Upon receiving financial commitment from Canadian International Development Agency (C.I.D.A.), I.C.O.C. Trees for Life Canada would like to formally invite Dave Johnman a principal at Central Park Elementary to join us as part of the Canadian delegation visiting Beijing, China from April 5, 1999 until October 15, 1999.

A project has been established between I.C.O.C. Trees for Life Canada which is intended to promote environmental education in China. A branch of our organization currently exists in China, and is working hard on educating children about the environment. By bringing to China prominent Canadian educators, we will be able to effectively display the importance of environmental education to the citizens of Beijing. As a Canadian educator, we would like to give Mr. Johnman the opportunity to witness our international program first hand.

Please let us know as soon as possible whether or not Mr. Johnman will be able to accept this invitation.

Sincerely,

Radha Zaidi
President
Trees for Life Canada



International Cooperation of Children for Trees for Life Canada

2 King Street West, Hamilton, Ontario, Canada. L8P 1A1
Phone: (905) 540-8894 Fax: (905) 540-8868

#20

**Ministry of Education
and Training**

16th Floor
Mowat Block
Queen's Park
Toronto ON M7A 1L2

**Ministère de l'Éducation
et de la Formation**

Édifice Mowat
Queen's Park
Toronto ON M7A 1L2



Telephone: (416) 325-2576

Fax: (416) 325-2575

March 25, 1998

Mr. Allan Greenleaf
Director
Hamilton-Wentworth District School Board
District School Board #21
P.O. Box 2558, 100 Main Street West
Hamilton, Ontario
L8N 3L1



Dear Mr. Greenleaf:

This letter confirms that a transfer payment in the amount of \$26,350.00 has been approved and will be made payable to District School Board No. 21 to support the implementation of the Provincial Report Card during the 1997-98 school year. Your school board's implementation plan concurs with the criteria outlined in the September 12, 1997 memorandum from Mariette Carrier-Fraser, Assistant Deputy Minister. The amount of the transfer payment is based on a minimum grant of \$3,350.00 plus \$200.00 for each of the schools (minus one) in which all Grades 1-8 are implementing the Provincial Report Card this school year. These schools were identified on your implementation plan.

Thank you for your support of this important provincial initiative.

Sincerely,


Gerry Connelly

Director
Curriculum, Learning and Teaching Branch

#21



HAMILTON EAST COMMUNITY SERVICES

681 Main Street East, Hamilton, Ontario L8M 1K3 • Tel: (905) 545-9904 Fax: (905) 549-9011
Chief Administrative Officer: Bill Bain

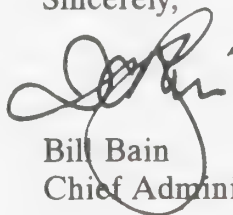
March 30, 1998

Mr. Allan Greenleaf
Director of Education
Hamilton-Wentworth District School Board
P.O. Box 2558
Hamilton, Ontario
L8N 3L1

Dear Mr. Greenleaf:

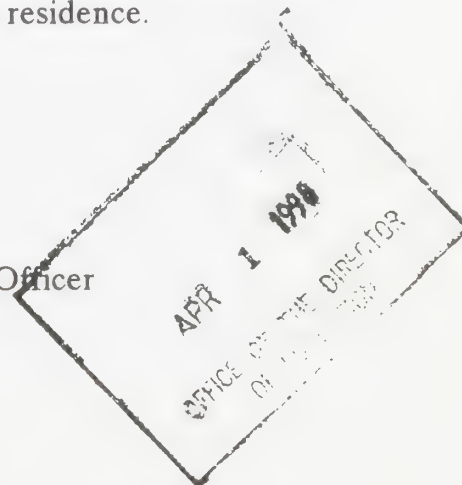
On behalf of the Development staff of Hamilton East Community Services we would like to thank you and the Hamilton-Wentworth District School Board and specifically yourself, Duane O'Connor and Darryl Sage for the assistance and support provided in obtaining a servicing easement for the property located at 630 Sanitorium Road in Hamilton. Our clients, Interval House, is most appreciative and pleased that they will be able to proceed with the development of their new residence.

Sincerely,



Bill Bain
Chief Administrative Officer

cc Duanne O'Connor, Board of Education
Darryl Sage, Board of Education
Ray Mulholland, Board of Education
Joyce Killin, Interval House



Hamilton-Wentworth Regional Police

#22



"In Partnership
With Our
Communities"

March 21, 1998

Mr. A. Greenleaf, Director
Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, ON L8N 3O1

Dear Mr. Greenleaf:

During the evening hours of Thursday January 29, 1998 this Police Service became involved in an investigation relating to an occupant of a home on Hiawatha Boulevard in Ancaster. There were allegations of a threatening involving firearms. A perimeter was established and the Emergency Response Unit and a negotiator were notified. There was a need for a warm, dry building to be used as police command centre and staging area.

The cleaning staff at Rosseau School were very receptive to our request to use the school as the command centre. The incident was concluded without injury to anyone at approximately 1:00 a.m. The school was subsequently locked by Hamilton-Wentworth Protection at approximately 1:20 a.m.

The school was used for four or five hours that evening and was a welcome refuge for all involved. Since I was the Duty Officer that evening and thus the incident commander I personally appreciated being out of the weather and able to use separate areas for the Emergency Response staging area, the planning area and for the negotiators to work in privacy. I wish to assure you that I was cognizant of the fact that the next morning was a school day and I had begun to plan for alternate arrangements as well as the safety and security of the children and the families in the area had the incident not been resolved in a timely manner.

In closing, I wish to express our thanks once again to staff for allowing us the use of the school.

Yours truly,

Lynda Bowen
Superintendent
Division #3



Chief of Police, Robert B. Middaugh
155 King William Street, Box 1060, LCD 1
Hamilton, Ontario, Canada L8N 4C1
Telephone (905) 546-4925

#23

Chris

Mr. Allan A. Greenleaf
Director and Secretary
Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, ON L8P 1H6



Dear Sir:

As the parents of Fessenden students, we are very concerned that our school may not have a full time teacher-librarian next year. We believe that a fully-functioning library is vital to our children's learning and cannot be compromised without seriously putting their education at risk.

To cope with cutbacks, our librarian is increasingly called upon to identify and prepare the resources needed by teachers as they plan their units. She knows the curriculum for each grade and must order appropriate materials to complement those used in class. In addition, she is one of few staff members who works with students all the way from Kindergarten to Grade 6, so she provides much needed continuity for our children.

With the high level of public concern about literacy in society, it is inconceivable that the School Board would reduce the level of teacher-librarian service at Fessenden or any other school. Literacy is at the heart of the new curriculum guidelines provided by the Government, and the increased rigor demanded by the curriculum is supported by parents across the province. Thus, any attempt to dilute our commitment to literacy is seen as a potential handicap for our students as they strive for success in their education.

Therefore, we, the undersigned, urge the Board to resist the temptation to reduce the level of support for our library in order to meet fiscal targets that do not take into account the needs of our children.

Respectfully,

Name (Please print):

David - Janet Parker

Address:

144 Cormwac's Ancaster ON L9G 4H1

Phone Number:

905-472-1111

Signature:

J. Parker

#24

April 7, 1998

Mr. Marc Godbout,
Assistant Deputy Minister,
Elementary/Secondary Operations,
Ministry of Education and Training,
Twenty Second Floor, Mowat Block,
900 Bay Street,
Toronto, Ontario,
M7A 1L2
(Fax) 416 - 327-1182
(Tel) 416 - 325-2132

Marc Godbout:

The Crisis Accommodation Team or "C.A.T" is requesting your presence at an accommodation update meeting on April 22, 1998, 7:30 P.M. at the Waterdown District High School, 215 Parkside Drive, Waterdown, Ontario. (District School Board 21, 905 - 689 - 6692, Mr. R.B. Bruce, Principal)

The purpose of the meeting is to have you explain the capital funding process for a new elementary school in Waterdown, Ontario. You will be addressing parents and community members.

The following background information will be of assistance in your presentation.

The former Wentworth County Board of Education had identified the need for a new elementary school in Waterdown. Consequently, this funding request has been number one on the capital construction list for the last two years. Although the Wentworth County Board is undergoing amalgamation with the Board of Education for the City of Hamilton, to form District School Board number 21, the need for a new public elementary school, student capacity of 500, in Waterdown has not changed. After presentations by the "C.A.T." committee, on March 26, 1998, the trustees of District School Board twenty-one, declared a new elementary school in Waterdown is still the number one priority. A letter confirming this position, has been forwarded to the Minister of Education and Training.

In addition, a letter dated April 6, 1998 has been forwarded to the Minister of Education and Training by the Mayor, Town of Flamborough, restating the need and inviting the minister to the April 22, 1998 meeting.

The former Wentworth County Board of Education had purchased property (five acres) and the Town of Flamborough has zoned the property "Institutional". On March 31, 1998 the Town of Flamborough entered into an agreement with the "Y.M.C.A." to construct a new facility in Waterdown. The new "Y" will be located on five acres in close proximity to the new elementary school. The "Y's" current scheduled construction start date is June 1999. The opportunity for designing an integrated facility and forming ongoing partnerships is excellent.

The "C.A.T." committee is recommending that the new elementary school be ready for a September 1999 opening date. The former Wentworth County Board of Education had established a standard design for new elementary schools, two of which are now in operation. This design is being recommended by the "C.A.T." committee.

24-1

The following individuals have confirmed attendance on April 22, 1998:

Mr. Ted McMeekin, Mayor, Town of Flamborough
Mr. Ray Mulholland, Chair, District School Board 21
Mr. Reg Woodworth, Vice-Chair, District School Board 21
Mr. Toni Skarica, M.P.P., Wentworth North, Province of Ontario
Mr. Scott Haladane, President & C.E.O. YMCA

Should you have any additional questions, do not hesitate to contact me.

Anxiously awaiting your reply,



T.W. Butterworth,
Co-Chair, Crisis Accommodation Team
(Tel, Home, (905)-689-2067, Work (416)-394-3200)
(Fax, (905)-689-1907)

CC:

R. Mulholland
R. Woodworth
T. McMeekin
S. Haladane
T. Skarica
L. MacDonald
A. Greenleaf, Director/Secretary, DSB 21

#25



Aut. Include 1 c.c. in Bt packet... along with summary of numbers. Thanks. DJ

6 COPIES OF THIS
LETTER RECEIVED

**Education
Improvement
Commission**
Mowat Block, 13th Floor
900 Bay Street
Toronto ON M7A 1L2
Tel (416) 325-1073
Fax (416) 325-1080
1-800-344-6582

**Commission
d'amélioration
de l'éducation**
13^e étage, édifice Mowat
900 rue Bay
Toronto ON M7A 1L2
Tél (416) 325-1073
Fax (416) 325-1080
1-800-344-6582

March 27, 1998

Nancy Toldi
Mary Hopkins School Council
211 Mill St N
Waterdown ON L0R 2H0

Dear Nancy Toldi:

Thank you for your letter regarding the need for new school facilities in Waterdown.

Building new schools is outside the jurisdiction of the Education Improvement Commission. Such decisions are made by local school boards, in consultation with the Ministry of Education and Training. We have therefore forwarded your letter to the Capital and Operating Grants Administration Branch of the Ministry of Education and Training and the Hamilton-Wentworth District School Board.

Sincerely,

Ann Vanstone
Co-Chair

Dave Cooke
Co-Chair

cc: Capital and Operating Grants Administration Branch
Director, Hamilton-Wentworth District School Board

Dave Cooke
Co-chair/Coprésident

Ann Vanstone
Co-chair/Coprésidente

Peter Cameron
Commissioner/Commissaire

Rémi Lessard
Commissioner/Commissaire

Mearl Obee
Commissioner/Commissaire

Betty Moseley-Williams
Commissioner/Commissaire

Arlene Wright
Commissioner/Commissaire

#26



**Education
Improvement
Commission**

Mowat Block, 13th Floor
900 Bay Street
Toronto ON M7A 1L2
Tel (416) 325-1073
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**Commission
d'amélioration
de l'éducation**

13^e étage, édifice Mowat
900 rue Bay
Toronto ON M7A 1L2
Tél (416) 325-1073
Fax (416) 325-1080
1-800-344-6582

March 20, 1998

Allan Greenleaf
Director of Education
Hamilton-Wentworth District School Board
100 Main Street W, P.O. Box 2558
Hamilton ON L8N 3L1

Dear Allan Greenleaf:

We are pleased to inform you that the new name "Hamilton-Wentworth District School Board" for DSB #21 has been approved and filed in Regulation 80/98 by the Minister of Education and Training on February 19, 1998.

Please find attached a listing of all names meeting the criteria as outlined in Memorandum No. 1 of the School Board Transition Handbook provided by the Education Improvement Commission, and approved by the Minister.

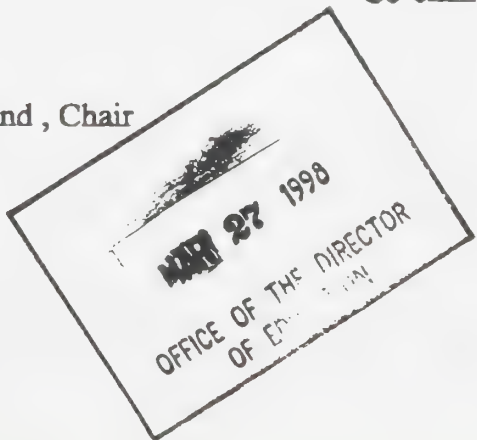
Sincerely,

Ann Vanstone
Co-chair

Dave Cooke
Co-chair

cc: Ray Mulholland, Chair

Encl.



- Dave Cooke
Co-chair/Coprésident
- Ann Vanstone
Co-chair/Coprésidente
- Peter Cameron
Commissioner/Commissaire
- Rémi Lessard
Commissioner/Commissaire
- Merri Obee
Commissioner/Commissaire
- Netty Moseley-Williams
Commissioner/Commissaire
- Arlene Wright
Commissioner/Commissaire

26-1

Filed as O. Reg.	80/98
On	FEB 19 1998
Proposed Ontario Gazette date	Mar. 7/98
REGISTRAR OF REGULATIONS	

CONFIDENTIALUntil filed with
Registrar of RegulationsNO 28.E/EA-Educ-09-CL
7-ML

**REGULATION TO AMEND
ONTARIO REGULATION 185/97
MADE UNDER THE
EDUCATION ACT**

Note: Ontario Regulation 185/97 has been amended by Ontario Regulation 278/97.

1. The title of Ontario Regulation 185/97 is struck out and the following substituted:

**ESTABLISHMENT, AREAS OF JURISDICTION AND
NAMES OF DISTRICT SCHOOL BOARDS**

2. Section 2 of the Regulation is amended by adding at the end "unless otherwise specified in the Schedule".

3. (1) Paragraph 2 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 2" in the first and second lines and substituting "the Algoma District School Board".

(2) Paragraph 4 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 4" in the first and second lines and substituting "the Near North District School Board".

(3) Paragraph 5 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 5A" in the first and second lines and substituting "the Keewatin-Patricia District School Board".

(4) Paragraph 6 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 5B" in the first and second lines and substituting "the Rainy River District School Board".

26-2

2

(5) Paragraph 7 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 6A" in the first and second lines and substituting "the Lakehead District School Board".

(6) Paragraph 8 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 6B" in the first and second lines and substituting "the Superior Greenstone District School Board".

(7) Paragraph 9 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 7" in the first and second lines and substituting "the Bluewater District School Board".

(8) Paragraph 10 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 8" in the first and second lines and substituting "the Avon Maitland District School Board".

(9) Paragraph 11 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 9" in the first and second lines and substituting "the Greater Essex County District School Board".

(10) Paragraph 13 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 11" in the first and second lines and substituting "the Thames Valley District School Board".

(11) Paragraph 14 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 12" in the first and second lines and substituting "the Toronto District School Board".

(12) Paragraph 15 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 13" in the first and second lines and substituting "the Durham District School Board".

(13) Paragraph 19 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 17" in the first and second lines and substituting "the Simcoe County District School Board".

(14) Paragraph 21 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 19" in the first and second lines and substituting "the Peel District School Board".

(15) Paragraph 23 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 21" in the first and second lines and substituting "the Hamilton-Wentworth District School Board".

(16) Paragraph 25 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 23" in the first and second lines and substituting "the Grand Erie District School Board".

(17) Paragraph 26 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 24" in the first and second lines and substituting "the Waterloo Region District School Board".

(18) Paragraph 27 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 25" in the first and second lines and substituting "the Ottawa-Carleton District School Board".

(19) Paragraph 30 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 28" in the first and second lines and substituting "the Renfrew County District School Board".

(20) Paragraph 31 of section 3 of the Regulation is amended by striking out "English-language Public District School Board No. 29" in the first and second lines and substituting "the Hastings and Prince Edward District School Board".

4. Section 5 of the Regulation is amended by adding at the end "unless otherwise specified in the Schedule".

5. (1) Paragraph 1 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 30A" in the first and second lines and substituting "the Northeastern Catholic District School Board".

(2) Paragraph 2 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 30B" in the first and second lines and substituting "the Nipissing-Parry Sound Catholic District School Board".

(3) Paragraph 3 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 31" in the first and second lines and substituting "the Huron-Superior Catholic District School Board".

(4) Paragraph 4 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 32" in the first and second lines and substituting "the Sudbury Catholic District School Board".

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(5) Paragraph 5 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 33A" in the first and second lines and substituting "the Northwest Catholic District School Board".

(6) Paragraph 6 of section 6 of the Regulation is amended by striking out "English-language Separate District School board no. 33B" in the first and second lines and substituting "the Kenora Catholic District School Board".

(7) Paragraph 7 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 34A" in the first and second lines and substituting "the Thunder Bay Catholic District School Board".

(8) Paragraph 8 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 34B" in the first and second lines and substituting "the Superior North Catholic District School Board".

(9) Paragraph 9 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 35" in the first and second lines and substituting "the Bruce-Grey Catholic District School Board".

(10) Paragraph 10 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 36" in the first and second lines and substituting "the Huron Perth Catholic District School Board".

(11) Paragraph 16 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 42" in the first and second lines and substituting "the York Catholic District School Board".

(12) Paragraph 18 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 44" in the first and second lines and substituting "the Simcoe Muskoka Catholic District School Board".

(13) Paragraph 19 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 45" in the first and second lines and substituting "the Durham Catholic District School Board".

(14) Paragraph 21 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 47" in the first and second lines and substituting "the Hamilton-Wentworth Catholic District School Board".

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(15) Paragraph 22 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 48" in the first and second lines and substituting "the Wellington Catholic District School Board".

(16) Paragraph 23 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 49" in the first and second lines and substituting "the Waterloo Catholic District School Board".

(17) Paragraph 24 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 50" in the first and second lines and substituting "the Niagara Catholic District School Board".

(18) Paragraph 25 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 51" in the first and second lines and substituting "the Brant/Haldimand-Norfolk Catholic District School Board".

(19) Paragraph 27 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 53" in the first and second lines and substituting "the Ottawa-Carleton Catholic District School Board".

(20) Paragraph 28 of section 6 of the Regulation is amended by striking out "English-language Separate District School Board No. 54" in the first and second lines and substituting "the Renfrew County Catholic District School Board".

6. Section 8 of the Regulation is amended by adding at the end "unless otherwise specified in the Schedule".

7. Paragraph 2 of section 9 of the Regulation is amended by striking out "French-language Public District School Board No. 57" in the first and second lines and substituting "the Conseil scolaire de district du Grand Nord de l'Ontario".

8. Section 11 of the Regulation is amended by adding at the end "unless otherwise specified in the Schedule".

9. Section 13 of the Regulation is revoked and the following substituted:

13. (1) The name of each district school board listed in Column 1 of the Schedule is changed to the name listed opposite in Column 2 of the Schedule.

(2) A reference to a district school board using the name listed in Column 1 of the Schedule shall be construed as if it were a reference to the district school board using the name listed opposite in Column 2 of the Schedule.

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(3) Subsection (2) applies to a reference in,

- (a) any document of legal effect made before the relevant name is changed under subsection (1); and
- (b) any document of legal effect made within 90 days after the relevant name is changed under subsection (1).

(4) For the purposes of subsection (3), a document includes but is not limited to a regulation, directive, order or agreement.

10. The Regulation is amended by adding the following Schedule:

Schedule

Column 1 Old Name	Column 2 New Name
English-language Public District School Board No. 2	Aigoma District School Board
English-language Public District School Board No. 4	Near North District School Board
English-language Public District School Board No. 5A	Keewatin-Patricia District School Board
English-language Public District School Board No. 5B	Rainy River District School Board
English-language Public District School Board No. 6A	Lakehead District School Board
English-language Public District School Board No. 6B	Superior-Greenstone District School Board
English-language Public District School Board No. 7	Bluewater District School Board
English-language Public District School Board No. 8	Avon Maitland District School Board
English-language Public District School Board No. 9	Greater Essex County District School Board
English-language Public District School Board No. 11	Thames Valley District School Board
English-language Public District School Board No. 12	Toronto District School Board
English-language Public District School Board No. 13	Durham District School Board
English-language Public District School Board No. 17	Simcoe County District School Board

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Column 1 Old Name	Column 2 New Name
English-language Public District School Board No. 19	Peel District School Board
English-language Public District School Board No. 21	Hamilton-Wentworth District School Board
English-language Public District School Board No. 23	Grand Erie District School Board
English-language Public District School Board No. 24	Waterloo Region District School Board
English-language Public District School Board No. 25	Ottawa-Carleton District School Board
English-language Public District School Board No. 28	Renfrew County District School Board
English language Public District School Board No. 29	Hastings and Prince Edward District school Board
English-language Separate District School Board No. 30A	Northeastern Catholic District School Board
English language Separate District School Board No. 30B	Nipissing-Parry Sound Catholic District School Board
English-language Separate District School Board No. 31	Huron-Superior Catholic District School Board
English-language Separate District School Board No. 32	Sudbury Catholic District School Board
English-language Separate District School Board No. 33A	Northwest Catholic District School Board
English-language Separate District School Board No. 33B	Kenora Catholic District School Board
English-language Separate District School Board No. 34A	Thunder Bay Catholic District School Board
English-language Separate District School Board No. 34B	Superior North Catholic District School Board
English-language Separate District School Board No. 35	Bruce-Grey Catholic District School Board
English-language Separate District School Board No. 36	Huron Perth Catholic District School Board
English-language Separate District School Board No. 42	York Catholic District School Board
English-language Separate District School Board No. 44	Simcoe Muskoka Catholic District School Board
English-language Separate District School Board No. 45	Durham Catholic District School Board

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Column 1 Old Name	Column 2 New Name
English-language Separate District School Board No. 47	Hamilton-Wentworth Catholic District School Board
English-language Separate District School Board No. 48	Wellington Catholic District School Board
English-language Separate District School Board No. 49	Waterloo Catholic District School Board
English-language Separate District School Board No. 50	Niagara Catholic District School Board
English-language Separate District School Board No. 51	Brant/Haldimand-Morfolk Catholic District School Board
English-language Separate District School Board No. 53	Ottawa-Carleton Catholic District School Board
English-language Separate District School Board No. 54	Renfrew County Catholic District School Board
Conseil de district des écoles publiques de langue française n° 57	Conseil scolaire de district du Grand Nord de l'Ontario

8:00 1998

BOARD MEETING - MAY 21, 1998A G E N D A

8:00 p.m.

R. Mulholland

1. Call to Order
2. Opening Reading/Prayer/O'Canada
3. Public Question Period
4. Approval of Minutes (March 31, April 2, and April 16, 1998)
5. Business Arising from Minutes
6. Approval of Agenda

URBAN MUNICIPAL

MAY 25 1998

GOVERNMENT DOCUMENTS

PRESENTATIONS

7. (a) Designer of the Board Logo - Glen Brown, teacher at Memorial School

ACTION ITEMS:

8. Report of the Education Committee
9. Reports of the Business Committee
 - (a) Broadside - Pages 9.(a)-1 to 9.(a)-3
 - (b) May 21, 1998 Report - *to be distributed at the meeting*
10. Adoption of In-camera Session Reports - April 7 and April 27, 1998
11. Report of the Special Education Advisory Committee
12. Library Board Representative - City of Hamilton
13. Board's Determination re Retirement Reception/Dinner
14. Transitional Issues
15. School Trips
16. Questions of the Committee Chairs
17. Chairs' Reports
18. O.P.S.B.A. Report

B. Wallace

L. Orban

R. Mulholland

B. Shepherd

A. Greenleaf

A. Greenleaf

M. Matier

Superintendents

R. Woodworth/R. Mulholland

J. Bishop

CORRESPONDENCE:

19. B. Haylock re roadway adjacent to James MacDonald Elementary School (Administration)
20. D. Hicks re sex education video and curriculum at Bellmoore School (Education Committee)
21. G. Mehlenbacher re "no-nit" policy (Business Committee)
22. Mayor's Committee Against Racism and Discrimination re representative (Education Committee)
23. Letters re teacher-librarians (Education Committee)
 - (a) Guy B. Brown Home & School Association and School Council
 - (b) Bellmoore School Advisory Council
 - (c) Petition from parents of Fessenden students
24. Hamilton Council of Home and School Associations re OFHSA 1999 Annual Conference (Administration)
25. C. Hogg re wishes of the late Dave Brown (Administration)
26. OSBIE re offer of assistance with employee benefits (Administration)
27. K. Hibbins re OSSTF Bob Brooks Award to Maxine Lane, Social Worker at Robert Land School
(Receive and File)
28. Brian Radke re return from Leave of Absence (Receive and File)
29. SEAC re thanks to Superintendents Bond and Joudrie (Receive and File)
30. Academic Challenge League re final tournament game at Cable 14 (Receive and File)
31. Chedoke School re thanks for participation in Extended Studies Days (Receive and File)
32. Response from MOET re cancellation of SEVEC Program (Receive and File)
33. QDPE re Bell-Stone School, winner of 1997-98 POST School Recognition Program RAP Award
for Quality Daily Physical Education (Receive and File)
34. Interval House re thanks for assistance of staff in servicing easement for property (Receive and File)
35. Thames Valley District School Board re Debenture Debt (Receive and File)

DISTRIBUTION:

36. Education Improvement Commission re "The Future Role of School Councils"
37. **Public Questions of Clarification**

Future Meetings:

Special Education Advisory Committee	May 27, 1998	7:15 p.m.
Education Committee	June 6, 1998	6:30 p.m.
Business Committee	June 11, 1998	6:30 p.m.
Special Education Advisory Committee	June 16, 1998	7:15 p.m.
Regular Board	June 18, 1998	8:00 p.m.

M I N U T E S

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Special Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on March 31, 1998.

Those present:

Ray Mulholland, Chair
Reg Woodworth, Vice-Chair
Heather Bullock
Wes Hicks
Eleanor Johnstone
Lillian Orban
Joe Rogers
Bruce Wallace

Regrets:

Judith Bishop
Janice Dewar

In attendance:

A. Greenleaf, Director of Education and Secretary
D. Grant, Superintendent of Business and Treasurer
L. Veerman, Acting Senior Financial Officer

The meeting was called to order at 8:55 p.m. by R. Mulholland, Chair.

It was moved by L. Orban, seconded by L. Peddle that all motions adopted at the in-camera session be adopted as follows:

Transfer of Assets to District School Board #58

RESOLUTION #98-120: It was moved by B. Wallace, seconded by L. Orban Be it resolved that

(a) The Hamilton-Wentworth District School Board approve the proposed transfer of assets and liabilities as set out in the attached Administrative Recommendation dated March 31, 1998.

(b) The proposed transfer of assets and liabilities will not unduly impair the ability of The Hamilton-Wentworth District School Board to exercise its powers, carry out its duties and conduct its day-to-day operations.

To the motion, **CARRIED, 5 in favour, 4 opposed.**

The meeting then adjourned, this being done at 9:00 p.m.

DRAFT

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Open Session Special Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on April 2, 1998.

Those present:

Ray Mulholland, Chair
Reg Woodworth, Vice-Chair
Judith Bishop
Heather Bullock
Janice Dewar
Wes Hicks
Eleanor Johnstone
Lillian Orban
Joe Rogers
Bruce Wallace

Regrets:

Laura Peddle

In attendance:

Allan A. Greenleaf, Director of Education and Secretary
Ken Bain, Superintendent of Education - County West
Marguerite Botting - Superintendent of Instructional Services
Krys Croxall, Superintendent of Education - County East
Pat Gillie, Superintendent of Education - Mountain East
Don Grant, Superintendent of Business and Treasurer
Wayne Joudrie, Superintendent of Education - City East
Ken Waters, Superintendent of Education - Secondary West (Secondary Operations Lead)

Also Present:

Deborah Russon, Manager, Employee Relations

The Chair called the meeting to order at 9:24 p.m.

Report of the In-camera Session of the Board Meeting

RESOLUTION #98-121: Moved by B. Wallace, seconded by R. Woodworth: That all motions made in-camera be adopted as follows:

It was moved by W. Hicks, seconded by L. Orban: That the following Report of the Salary Committee dated April 2, 1998 be approved:

(a) That the Board's Policy on the Conditions of Employment for Principals and Vice-Principals be approved as presented (attached).

CARRIED, 8 IN FAVOUR, 2 ABSTAINED.

RESOLUTION #98-122: It was moved by J. Dewar, seconded by J. Rogers: That the meeting be adjourned, this being done at 9:25 p.m..

CARRIED UNANIMOUSLY.

CONDITIONS OF EMPLOYMENT FOR PRINCIPALS AND VICE-PRINCIPALS

The Board recognizes the Principals and Vice-Principals as the instructional leaders in its schools. Principals and Vice-Principals are charged with the day-to-day operation of the schools and the delivery of program consistent with the policies of the Board and the Education Act. This document sets out the general conditions for employment of the existing principals and vice-principals of the Hamilton-Wentworth District School Board and any future persons joining the Board in these roles.

- * This document shall be reviewed prior to September 1, 1998 and at least once in each 2 year period thereafter.
- * Changes to this document shall not be made without consultation with the Hamilton-Wentworth District School Board Principals and Vice-Principals Representatives.
- * Any article, part or paragraph deemed invalid by law shall not interfere with the full force and effect of the remainder of this document.
- * These terms are subject to the appropriate legislation, regulations and the Municipal Freedom of Information and Protection of Privacy Act.
- * If there is legislation that impacts significantly on these conditions they will be reviewed.

1. Appointment

- 1.1 The Board hires and appoints persons to the position of Principal and Vice-Principal.
- 1.2 Individuals who are hired and/or appointed to the role of Principal and Vice-Principal must have the required qualifications and be a member of the Ontario College of Teachers.
- 1.3 The appointment of persons to the position of Principal or Vice-Principal shall be consistent with the board's policy on the selection and appointment of Principals and Vice-Principals.

2. Remuneration

- 2.1 Salaries and allowances will be maintained on the current grids and shall be reviewed prior to September 1, 1998.
- 2.2 Mileage and expenses shall be paid consistent with Board policy.

3. Benefits

- 3.1 The benefits package with the Board providing the same coverage as the appropriate Teachers collective agreement will continue and at the same period of premium and shall be reviewed prior to September 1, 1998.
- 3.2 Principals and Vice-Principals shall retain their existing entitlements to retirement gratuities.
- 3.3 Principals and Vice-Principals will continue to be eligible for the Retiree's Benefits coverage until age 65. The individual will be responsible for the cost of these benefits.
- 3.4 Principals and Vice-Principals shall contribute to the Ontario Teachers' Pension Plan.

4. Indemnification

- 4.1 The Board agrees that it shall defend, hold harmless and indemnify the principal/vice-principal from any and all demands, claims, suits, actions and legal proceedings brought against the principal/vice-principal in her/her official capacity as agent and employee of the Board provided the incident arose while the principal/vice-principal was acting in the scope and intended scope of his/her employment and in good faith.
- 4.2 The Principal/Vice-Principal may conduct his/her own defence provided that he/she pays all costs of such defence.

5. Leaves of Absence

- 5.1 Principals/Vice-Principals have the right to leaves of absence as described in the appropriate collective agreements and subject to review prior to September 1, 1998.
- 5.2 Principals and Vice-Principals are entitled to their salary notwithstanding their absence from duty as a witness in any court to which they have been summoned in any proceedings to which they are not a party or one of the persons charged provided that the employee pays to the Board any fees exclusive of travelling allowances and living expenses that they receive as a witness..

- 5.3 Principals and Vice-principals shall be allowed leave of absence without deductions of salary when required to serve on a jury, provided that the employee pays to the Board any fees exclusive of travelling allowances and living expenses that they receive as a member of the jury.
- 5.4 Principals and Vice-principals may, at the discretion of the Director, be granted leaves of absence without pay.
- 5.5 Self funded leaves consistent with Revenue Canada regulations will be available to Principals and Vice-Principals. The granting of such leave will be at the discretion of the Director.

6. Professional Development

- 6.1 The Board recognizes the importance of the professional development of its Principals and Vice-Principals.
- 6.2 The Board is committed to the maintenance and enhancement of professional development for practising Principals and Vice-Principals.
- 6.3 The professional development program for practising principals and vice-principals shall be developed and directed by a group of principals and vice-principals with the support of at least one supervisory officer.
- 6.4 The Board will establish a budget line for the professional development of Principals and Vice-Principals.

7. Performance Appraisal

- 7.1 The performance appraisal of Principals and Vice-Principals shall be consistent with the Board's policy on Performance Appraisal.
- 7.2 The Board shall develop a policy for evaluating the performance of Principals and Vice-Principals. Representatives of the principal/vice-principal group(s) shall assist in the development of such policy and subsequent amendments, if any, to this policy.

8. Sick Leave

- 8.1 Principals and Vice-Principals will continue to have an accumulated sick leave plan.

- 8.2 The days accumulate at the rate of the current collective agreements and shall be reviewed prior to September 1, 1998.

9. Redundancy

9.1 Transfers as a result of Redundancy

- 9.1.1 In this section "redundant" in respect to the position of principal or vice-principals means the position is no longer required to be filled.
- 9.1.2 When the Board declares a person redundant between April 1, 1998 and May 31, 2001 it shall:
- 9.1.2.1 Make the determination of redundancy based on the seniority described in 9.1.4. Notification of redundancy will be made in writing with at least ninety (90) days notice. Redundancy will be in order of lowest seniority in each list.
- 9.1.2.2 Have the option to rescind this notice at any time.
- 9.1.2.3 After consultation transfer the principal to a vice-principal position in the same panel, or;
- 9.1.2.4 After consultation transfer the principal or vice-principal to a position for which he/she is qualified.
- 9.1.2.5 Pay the individual for one year at his/her current salary rate of pay if he/she remains in the employee of the Hamilton-Wentworth District School Board or;
- 9.1.2.6 Assign the principal or vice-principal to a position in the teacher's bargaining unit if the position is vacant after the procedures under the applicable collective agreement for filling it have been exhausted.
- 9.1.2.7 If there is an assignment to the bargaining unit the determination of seniority will be based on the length of service before January 1, 1998 with the Hamilton-

Wentworth District School Board or its predecessors plus the length of service after December 31, 1997 while employed, other than as a principal or vice-principal, by the Board to teach.

9.1.2.8 Recall from the appropriate principal or vice-principal redundancy list in accordance with the recall procedure in 9.1.5.

9.1.3 When the Board declares a person redundant after May 31, 2001 it shall:

9.1.3.1 Make the determination of redundancy based on the seniority described in 9.1.4. Notification of redundancy will be made in writing with at least ninety (90) days notice. Redundancy will be in order of lowest seniority in each list.

9.1.3.2 Have the option to rescind this notice at any time.

9.1.3.3 After consultation transfer the principal to a vice-principal position in the same panel, or;

9.1.3.4 After consultation transfer the principal or vice-principal to a position for which he/she is qualified.

9.1.3.5 Pay the individual for one year at his/her current salary rate of pay if he/she remains in the employee of the Hamilton-Wentworth District School Board or;

9.1.3.6 Assign the principal or vice-principal to a position in the teacher's bargaining unit if the position is vacant after the procedures under the applicable collective agreement for filling it have been exhausted.

9.1.3.7 If there is an assignment to the bargaining unit the determination of seniority will be based on the current collective agreement.

9.1.3.8 Recall from the appropriate principal or vice-principal redundancy list in accordance with the recall procedure in 9.1.5.

9.1.4 Seniority

9.1.4.1 There will be four seniority lists:

Elementary Principals
Secondary Principals
Elementary Vice-Principals
Secondary Vice-Principals

9.1.4.2 Seniority shall be calculated from the date of Board appointment to the position of Principal or Vice-Principals with the Hamilton-Wentworth District School Board and its predecessor boards.

9.1.4.3 Principals declared redundant shall be placed at the top of the vice-principal seniority list. Where two or more Principals are declared redundant, they shall be placed on the list in accordance with seniority as a principal.

9.1.4.4 In cases of equal seniority on the first criterion then the length of service in the Principal and Vice-Principal position within the Hamilton-Wentworth District School Board and its predecessor boards shall be used.

9.1.4.5 In cases of equal seniority on the first two criteria then the length of service within the Hamilton-Wentworth District School Board and its predecessor boards shall be used.

9.1.5 Recall

9.1.5.1 Persons declared redundant shall remain on the redundancy list without the requirement to apply for re-appointment.

9.1.5.2 Persons on the redundancy list will be given the opportunity to be recalled in order of seniority prior to the appointment of anyone else.

9.2 Transfers to New Assignments

9.2.1 Transfers shall be in accordance with Board policy.

10. Just Cause

The Board, by delivery of notice in writing to the Principal/Vice-Principal, may suspend, with or without pay:

10.1.1 As a disciplinary measure for just cause.

10.1.2 If the Principal's/Vice-Principal's Certificate of Qualification is suspended or cancelled by the College of Teachers, pursuant to the Teaching Profession Act.

10.1.3 If the Principal/Vice-Principal is charged with an offence under the Criminal Code, and, in the opinion of the Board, that offence is of the kind and nature that, if the Principal/Vice-Principal was convicted of that offence, he/she could not effectively perform the duties required of him/her under his/her contract of employment.

10.1.3.1 The Board will make all reasonable efforts to ascertain the nature and circumstances of the charges.

10.1.3.2 Prior to deciding whether the suspension will be with or without pay the Board will provide an opportunity for the Principal/Vice-Principal and/or his/her representative to meet with the Board and make submissions on this issue.

10.2 The Principal/Vice-Principal will receive retroactive pay for the period of the suspension unless one of the following occurs:

10.2.1 He/she is found guilty by the courts;

10.2.2 The Certificate of Qualification is suspended or cancelled by the College of Teachers;

10.2.3 The Board determines that discipline is warranted.

- 10.3 The Principal or Vice-Principal may request that the Board reconsider a decision to suspend, with or without pay. Such appeal may be made personally or through a representative, and may be made orally, in writing or both, all at the Principal's or Vice-Principal's option. The Board shall consider such request and either confirm or reverse its decision within a further fifteen (15) working days from the making thereof, and shall give reasons for its determination of the appeal within a further fifteen (15) days of the making of its determination.

11. Termination of Employment

11.1.1 Mutual Consent

- 11.1.1.1 The employment of a Principal or Vice-Principal may be ended by mutual consent with thirty (30) days written notice.
- 11.1.1.2 There shall be no liability for salary/benefits upon the mutually acceptable date of termination.

11.1.2 Just Cause

- 11.1.2.1 The Board may dismiss a Principal or a Vice-Principal for cause. Cause shall be by reason of neglect of duty, misconduct or inefficiency.
- 11.1.2.2 Prior to any action by the Board dealing with neglect of duty or inefficiency the individual Principal or Vice-Principal shall be given written notice of the concern. He/she will then:
- * develop with the Superintendent of Education a plan for correction
 - * have an opportunity to seek the help of colleagues
 - * have a reasonable time to improve
- 11.1.2.3 Progressive discipline procedures as may be appropriate will be followed.

- 11.1.2.4 Failing to improve the concern identified or issues of misconduct will result in written notice stating the alleged neglect of duty, misconduct or inefficiency and that the opportunity to appear before the Board in a confidential meeting within a period of thirty (30) days will be provided.
- 11.1.2.5 The individual has the right to have legal representation before the board at his/her own expense.
- 11.1.2.6 The Board has the right after the hearing to determine either dismissal for cause, assign some other disciplinary measure or the withdrawal of allegations by a majority vote of the Board.

12. Dispute Resolution

12.1 Informal Stage

- 12.1.1 A Principal or Vice-Principal will discuss the complaint first with the immediate supervisor.
- 12.1.2 If the complaint is not satisfactorily resolved, then the Principal or Vice-Principal may move to the formal stage of the dispute resolution process.
- 12.1.3 A Vice-Principal may discuss the complaint with the appropriate Superintendent and if the complaint is not satisfactorily resolved, then the Vice-principal may proceed to the formal stage of the dispute resolution process.

12.2 Formal Stage

Step One

- 12.2.1 The complaint will be presented in writing to the appropriate Superintendent.
- 12.2.2 The Superintendent will meet with the Principal/Vice-Principal and the immediate supervisor, if applicable, within ten (10) working days from receiving the written complaint to review the complaint.

12.2.3 Following the meeting, the Superintendent will provide the employee with a written decision within ten (10) working days, unless an extension has been mutually agreed upon.

12.2.4 If the Principal/Vice-Principal is not satisfied with the decision, the Principal/Vice-Principal may move to the next step.

Step Two

12.2.5 The Principal or Vice-Principal will submit the complaint to the office of the Director within ten (10) working days after receiving the written response from the Superintendent. Upon receiving the written complaint, the Director may:

- * hear the complaint, and, or
- * refer to the complaint to a Committee of Review to hear the complaint

12.2.6. If the Director hears the complaint:

12.2.6.1 The Principal/Vice-Principal, along with a representative from the Principal/Vice-Principal group will present the complaint to the Director within fifteen (15) working days of receipt of the complaint.

12.2.6.2 Within ten (10) working days following the presentation of the complaint, the Director will give the Principal/Vice-Principal, and the Superintendent a written decision.

12.2.7 Committee of Review

12.2.7.1 The Committee of Review shall be an Ad Hoc Committee of three trustees and the Director of Education.

12.2.7.2 The Committee of Review shall receive sufficient documentation in advance of the hearing to understand the nature of the complaint and its

potential impact on the educational system. A short meeting may be held with administration prior to the Committee of Review hearing to fully explain the complaint.

- 12.2.7.3 The Director of Education shall chair the Committee of Review hearing.
- 12.2.7.4 The Principal/Vice-Principal, along with a representative, will present the complaint to the Committee within fifteen (15) working days of receipt of the complaint and may be asked questions on that presentation.
- 12.2.7.5 The Superintendent with carriage of the complaint shall respond to the presentation of the Principal/Vice-Principal and present the administration's position. The Superintendent should be prepared to answer questions from the Principal/Vice-Principal, or representative, and the Committee of Review.
- 12.2.7.6 After concluding its deliberations, the Committee of Review shall present its recommendations, with full rationale outlined, to the Board at an in camera meeting. Once the Board has voted on the recommendations contained in the report of the Committee of Review, the decision shall be communicated, in writing, to the Principal/Vice-Principal and the Superintendent within ten (10) working days of reaching the decision.
- 12.2.7.7 In no case will a verbal decision be given at the conclusion of a hearing.

D R A F T
THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Open Session of the Regular Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on April 16, 1998.

Those present:

Ray Mulholland, Chair
Reg Woodworth, Vice-Chair
Judith Bishop
Heather Bullock
Janice Dewar
Wes Hicks
Eleanor Johnstone
Lillian Orban
Laura Peddle
Joe Rogers
Bruce Wallace

In attendance:

A. A. Greenleaf, Director of Education and Secretary
M. Botting, Superintendent of Instructional Services
K. Bain, Superintendent of Education
K. Croxall, Superintendent of Education
P. Gillie, Superintendent of Education
D. Grant, Superintendent of Business and Treasurer
W. Joudrie, Superintendent of Education
M. Matier, Superintendent of Transitional Services
K. Waters, Superintendent of Education

The Chair called the open session to order at 8:07 p.m. and the members commenced the meeting with the singing of O'Canada.

3. Public Question Period

Nil.

4. Approval of Minutes - March 24 and March 26, 1998

RESOLUTION #98-123: It was moved by J. Rogers, seconded by H. Bullock that the minutes of March 24 and March 26, 1998 be approved as distributed.

CARRIED UNANIMOUSLY.

5. Business Arising from the Minutes

Nil.

6. Approval of Agenda

The following items were added:

17. (a) School Trips

RESOLUTION #98-124: It was moved by B. Wallace, seconded by L. Orban that the agenda be approved as amended.

CARRIED UNANIMOUSLY.

7. Presentations**(a) Teacher of the Year Award, Ontario Cosmetology Teachers' Association**

The Chair introduced Lee Currie, Principal of Parkview School, who introduced Sue Jones, teacher and recipient of the Ontario Cosmetology Teachers' Association Outstanding Teacher Award. Mr. Currie spoke to the distinguished abilities of Sue Jones as a teacher and her work with the students at Parkview School.

(b) Oral Communication Festival Winners

Megan Read-Hobman and Laura Golding, students at Greensville School and Dundas District School respectively, performed their winning county-wide Oral Communication Festival speeches.

7. Reports of the Education Committee

RESOLUTION #98-125: It was moved by B. Wallace, seconded by J. Bishop that the Report of the Education Committee dated April 2 be approved as follows:

1. Board Referrals**(a) Draft Regulations for Delegation Presentations to Committee**

It was moved by J. Bishop: That the following Regulations for Delegation Presentations to Committee, as amended, be approved:

1. A request from an individual or group to appeal before the Committee must be made in writing to the Secretary of the Board and should include the nature of the request, at least six calendar days in advance of the Committee meetings.
2. Delegations must submit their presentations in writing to the Secretary of the Board no later than the Monday afternoon prior to the meeting. Individuals who have difficulty in creating a written submission will be offered appropriate support through the Office of the Secretary of the Board.
3. Presentations are expected to follow the outline of concerns identified in the written submission. If the materials presented differ substantially from the written submission, the Chairman has the right to call an immediate recess in order to clarify the situation.
4. Presentations shall not exceed fifteen minutes in length, exclusive of questions for clarification. Extensions to this timeline may be granted by Committee direction.
5. Members of delegations may add comments for clarification.
6. Trustees may ask questions for clarification, without comment pro or con with respect to the issue in general.

As presented at the Committee meeting

7. At the conclusion of the presentation, the Committee may, by specific motion, determine to:
 - (a) Extend appreciation and invite the delegation to be in attendance when the matter is discussed.
 - (b) Debate the issue(s) involved at the conclusion of the agenda.
 - (c) Suspend the Rules of Order by a two-thirds majority to
 - (i) consider the matter immediately.
 - (ii) Refer the delegation's presentation to the administration for review and comment.
 - (iii) Formally receive and file the submission of the delegation.

The following Clause 7. was adopted at Board.

As presented by Trustee Hicks

7. At the conclusion of the presentation, the Committee may, by specific motion, determine to:
- (a) Extend appreciation and invite the delegation to be in attendance when the matter is discussed.
 - (b) Debate the issue(s) involved at the conclusion of the agenda.
 - (c) Refer the delegation's presentation to the administration for review and comment.
 - (d) Suspend the Rules of Order by a two-thirds majority to consider the matter immediately.
 - (e) Formally receive and file the submission of the delegation.

8. The Committee will then continue to the next item of business.

(b) Hamilton Secondary School Principals' Council (HSSPC) re Occasional Teachers

It was moved by J. Dewar: That the concerns re the occasional teacher situation as outlined in the HSSPC letter be referred to the appropriate Business Transition Committee.

* * * * *

2. PERSONNEL REPORT

It was moved by J. Bishop: That the following recommendations in the Personnel Report dated April 2, 1998 be approved:

SECTION I K. Croxall, Superintendent of Schools

D. LEAVES OF ABSENCE - CHANGE IN DATES

That the dates of the leave granted to **Christine Kutteneuler**, Elementary Teacher, at a previous meeting be changed to: March 23, 1998 to August 31, 1998.

SECTION II W. Joudrie, Superintendent of Schools

D. LEAVE OF ABSENCE - DATE CHANGE

That the dates of the leave granted to **Cathy Rowe**, Elementary Teacher, at a previous meeting be changed to: January 14, 1998 to August 31, 1998.

SECTION III K. Waters, Superintendent of Schools

D. LEAVE OF ABSENCE - DATE CHANGE

- a) That the dates of the leave granted to **Heidi Sheppard**, Secondary Teacher, at a previous meeting be changed to: February 3, 1998 to June 2, 1998.
- b) That the dates of the leave granted to **Janet Lehman**, Cleaner, at a previous meeting be changed to: April 29, 1997 to February 20, 1998.

SECTION IV D. Russon, Manager, Employee Relations

B. LEAVES OF ABSENCE

1) Change of Leave Date

That the dates of the Leave of Absence granted to **Susan McKague**, Secondary Teacher, at a previous meeting be changed to February 17, 1998 to August 31, 1998.

It was moved by J. Bishop: That the Personnel Report dated April 2, 1998 be adopted and the following recommendations contained therein be approved:

SECTION I K. Croxall, Superintendent of Schools

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS

1) Retirement

That in accordance with Article 17.02(b) of the Elementary Collective Agreement, it is recommended that the retirement of **John LeNoury**, Principal at Mountain View Public School, be accepted effective September 29, 1998.

C. LEAVES OF ABSENCE

(a) That a leave is granted to **Heidi Tadeson**, Teacher at Collegiate Avenue Public School, effective June 8, 1998 to January 3, 1999 inclusive (30 weeks).

b) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **John LeNoury**, Principal at Mountain View Public School, be granted a general leave of absence, without pay or allowances, effective September 1, 1998 to September 28, 1998 inclusive (20 days).

E. PROBATIONARY AND PERMANENT CONTRACTS - Nil

F. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION II W. Joudrie, Superintendent of Schools

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENT AND TERMINATIONS - Nil

C. LEAVES OF ABSENCE

(a) That in accordance with Article 18.02 of the Elementary Collective Agreement, a leave is granted to **Henry Wesselius**, Teacher at Grange Public School, from April 20, 1998 to June 26, 1998 inclusive (10 weeks).

(b) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **Deborah Vickers** be granted a .3 general leave of absence, without pay or allowances, effective March 28, 1998 to August 31, 1998.

D. PROBATIONARY AND PERMANENT CONTRACTS - Nil

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION III K. Waters, Superintendent of Schools

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS**1) Resignation**

The Administration wishes to inform the Board of the following resignation:

Sharilyn Arabia, Educational Assistant, effective March 9, 1998.

2) Retirement

That in accordance with the provisions in the C.U.P.E. Collective Agreement - Custodial and Maintenance Unit, it is recommended that the retirement of **Joy Frost**, Caretaker at Flamborough Centre School, be accepted, effective May 30, 1998.

C. LEAVE OF ABSENCES

- a) That in accordance with Article 18.01(b) of the C.U.P.E. Collective Agreement - Custodial and Maintenance Unit, it is recommended that **Barbara Greathead** be granted a general leave of absence from March 11, 1998 to March 10, 2000 inclusive (2 years).
- b) That in accordance with Article 18.03 of the Secondary Collective Agreement, it is recommended that **Alison Churchill-Cook**, Teacher at Parkside, be granted an extended leave, effective April 22, 1998 to August 31, 1998.

E. PROBATIONARY AND PERMANENT CONTRACTS - Nil**F. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil****SECTION IV D. Russon, Manager, Employee Relations****A. APPOINTMENTS AND TRANSFERS - nil****B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS****1) Resignations**

That the date shown for the following staff to Leave the Employ of the Board, be approved:

Daniel Horne, Educational Assistant (Educational and Lunchroom Assistant Staff),
January 30, 1998

Joanne Pitilli, Elementary School Library Secretary (Clerical & Technical Staff),
March 30, 1998

Edith Schroedter, Secondary Teacher, 1998 08 31

2) Retirements

That the resignations of the following staff for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Marilyn Bancsi, Elementary Teacher, June 30, 1998

Kathryn Brunt, Elementary Teacher, July 31, 1998

Lois Cascagnette, Assistant Caretaker (Caretaking and Maintenance Staff), June 30, 1998

Richard Duffin Jr., Caretaker (Caretaking and Maintenance Staff), June 30, 1998

Gwendoyne Foreman, Assistant Caretaker (Caretaking and Maintenance Staff), September 30, 1998

Theresa May, Educational Assistant (Educational and Lunchroom Assistant Staff),
June 30, 1998

Archie McQueen, Elementary Teacher, June 30, 1998

Sofia Mikesic, Assistant Caretaker (Caretaking and Maintenance Staff), June 30, 1998

Tibor Nyilasi, Secondary Teacher, June 30, 1998

Eileen Ratford, Assistant Caretaker (Caretaking and Maintenance Staff), May 29, 1998

Esther Simpson, Elementary Teacher, June 30, 1998

B. LEAVES OF ABSENCE

1) General Leaves

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

Leigh-Anne Chiaravelle, Elementary Teacher, May 11, 1998 to December 31, 1998

Elizabeth Gauthier, Attendance Secretary (Secondary School Clerical & Secretarial Staff), April 24, 1998 to October 23, 1998

Donald Grasley, Site Leader (Administrative Staff), November 1, 1997

Janie Jarnevich, Attendance Secretary (Secondary School Clerical & Secretarial Staff), March 2, 1998 to August 31, 1998

Albert Likowski, Secondary Teacher, September 1, 1998 to January 31, 1999

Robert McCann, Computer Programmer (Clerical and Technical Staff), April 20, 1998 to April 16, 1999

Marlo Moore, Elementary Teacher, April 6, 1998 to December 4, 1998

Dianne Parr, Senior Speech & Language Pathologist (Administrative Staff), March 20, 1998 to July 16, 1998

Sharon Roth, Secondary Teacher, March 5, 1998

Rita Sorger, Secondary Teacher, September 1, 1998 to August 31, 1999

2) Leave Extensions

That the requests of the following staff for an extension of their Leaves of Absence, effective as shown, be granted:

Lisa Bingleman, Elementary Teacher, September 1, 1998 to December 31, 1998

Guy Bultez, Secondary Teacher, May 11, 1998 to May 15, 1998

Lesley Chiasson, Elementary Teacher, April 27, 1998 to June 9, 1998

Kawong Chung-Shipman, Elementary Teacher, September 1, 1998 to August 31, 1999

Kathryn Clemett, Elementary Teacher, September 1, 1998 to August 31, 1999

Josephine Falletta, Social Worker (Professional and Student Services Personnel), April 1, 1998 to October 30, 1998

Monique Giroux, Elementary Teacher, September 1, 1998 to August 31, 1999

Cynthia Grau, Elementary Teacher, September 1, 1998 to August 31, 1999

Gary Hewitt, Elementary Teacher, September 1, 1998 to August 31, 1999

Nelly Hirasawa, Secondary Teacher, September 28, 1998 to August 31, 1999

Marina Intson, Elementary Teacher, September 1, 1998 to December 31, 1998

Andrea Kay, Elementary Teacher, March 30, 1998 to August 31, 1998

Diana Kidd, Elementary Teacher, September 1, 1998 to August 31, 1999

Jacqueline Madigan, Elementary Teacher, September 1, 1998 to August 31, 1999

Cathy Morningstar-Misiak, Elementary Teacher, May 4, 1998 to August 31, 1998

Gwendolyn Ripco, Elementary Teacher, September 1, 1998 to August 31, 1999

Cornelia Schuster, Elementary Teacher, April 13, 1998 to August 31, 2000

Lynda Staley, Educational Assistant (Educational and Lunchroom Assistant Staff),

March 9, 1998 to March 27, 1998 (.5)

Timothy White, Elementary Teacher, September 1, 1998 to August 31, 1999

Fern Zimmerman, Elementary Teacher, March 16, 1998 to August 31, 1998

3) Return from Leave of Absence

That the following staff be returned from Leaves of Absence, effective as shown:

Alayne Allan, Elementary Teacher, April 6, 1998

Guy Bultez, Secondary Teacher, May 18, 1998

Lesley Chiasson, Elementary Teacher, June 10, 1998

Anita Darrell, Secondary Teacher, April 13, 1998

Laura DiMatteo, Elementary Teacher, June 8, 1998

Susan Dunlop, Elementary Teacher, September 1, 1998

Nancy Holmes, Secondary Teacher, September 1, 1998

Jennifer Holmes-Dziuba, Elementary Teacher, September 1, 1998

Carol Jupp, Elementary Teacher, September 1, 1998

Kathryn Kohler, Elementary Teacher, September 1, 1998

D. Lynn Krusto, Elementary teacher, September 1, 1998 (.7)

Judith Lampman, Elementary Teacher, September 1, 1998 (.2)

Marion Low, Elementary Teacher, September 1, 1998

Lisa May, Secondary Teacher, April 6, 1998

Mary McDiarmid-Campbell, Elementary Teacher, March 2, 1998

Patti McMaster, Elementary Teacher, September 1, 1998

Bruce Quinn, Elementary Teacher, September 1, 1998

Cheryl Rowatt, Secondary Teacher, September 1, 1998

Anne-Marie Scoular-Sacchetti, Elementary Teacher, September 1, 1998

Fiona Valiquette, Elementary Teacher, September 1, 1998

Douglas Van Duzen, Elementary Teacher, September 1, 1998

Derek Walker, Educational Assistant (Educational and Lunchroom Assistant Staff),

Fern Zimmerman, Elementary Teacher, September 1, 1998

Anne-Marie Wilson, Secondary Teacher, September 1, 1998 (4/6)

D. PROBATIONARY AND PERMANENT CONTRACTS

1) Probationary Staff

That the following be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Leanne Godden, Educational Assistant (Educational and Lunchroom Assistant Staff) March 23, 1998

Kevin MacLean, Secondary Teacher, May 1, 1998 (2/6) (2/3 Sem. 2 only)

2) Permanent Staff

That the following staff be transferred to the Permanent Staff, effective as shown with salary according to the salary schedule:

Joseph DiDonato, Secondary Teacher, May 1, 1998

Mark Hadala, Elementary Teacher, April 13, 1998

E. OTHER MATTERS REQUIRING BOARD ATTENTION**1) Timetable Changes**

That the following timetable changes be approved, effective as show, with salary according to the salary schedule.

Warren-Michael Barrett, Secondary Teacher, 1/6 to 2/6 (2/3 Sem. 2), March 2, 1998,
Lynn Lewis, Secondary Teacher, 5/6 to 6/6, (3/3 Sem. 1 and Sem. 2), May 1, 1998

* * * * *

3. Staffing Reports

- a) It was moved by J. Rogers: That the Full Time Equivalent Positions as of April 1, 1998 be received for information.
- b) It was moved by E. Johnstone: That the Report on Supply Teacher Usage as of February 28, 1998 be received for information.

4. 1997 Wentworth Year-End Anti-Racism Report

It was moved by J. Bishop: That the 1997 Wentworth Year-End Anti-Racism Report be received for information.

5. Reporting Process for Special Education Advisory Committee

It was moved by J. Bishop: That the following recommendation from the Report regarding Reporting Process for the Special Education Advisory Committee(SEAC) be referred to SEAC for input.

- (a) That the Special Education Advisory Committee continue to report directly to the Board in the same fashion as a regular Standing Committee of the Board.

6. (Wentworth) EQAO Grade 3 Assessment Results - Recommendations

It was moved by J. Bishop: That the Wentworth EQAO Grade 3 Results - Recommendations be approved and referred to administration for consolidation with City School Results - Recommendations.

7. Delivery of Vocational Education for September 1998/Planning for September 1999

- (a) It was moved by J. Bishop: That Highland Secondary School and Saltfleet District High School continue to provide vocational education programs for the 1998-99 school year, and that County students, currently in vocational programs (at Highland, Saltfleet or General Brock) have accessibility to City vocational schools and that County elementary school students who meet the established criteria for vocational education also have accessibility to City vocational schools, with the agreement of the parents and the principals of the City vocational schools.

- (b) It was moved by J. Dewar: That vocational education be reviewed, as part of secondary school reform, with recommendations for Board approval for September 1999.

J. Bishop requested that Clause 1. be voted on separately.

It was moved by J. Bishop, seconded by R. Woodworth that Clause 7. as submitted by Trustee Hicks be approved as part of the Report.

W. Hicks agreed to reversing the order of Clauses (e) and (d).

To the amendment, CARRIED, 9 IN FAVOUR, 2 OPPOSED.

In response to a request for an update related to Clause 7., A. Greenleaf acknowledged that the letters sent out by the two schools in question were premature pending the Boards decision in this matter.

K. Waters clarified that there will be no change in the program at either Saltfleet or Highland Secondary Schools for the 1998-1999 school year. The resolution provides for a thorough investigation and reconsideration of vocational education as well as providing an option to access the City vocational schools for those students who meet the criteria.

Responding to a question that the program could be phased out by attrition, K. Waters referenced two types of vocational education. The program in the County schools is based more on literacy, numeracy and life skills emphases; whereas, City schools have a more 'hands on' and practical applications program. The County does not have the facilities to accommodate the latter type of programming.

To the remainder of the Report, CARRIED.

RESOLUTION #98-126: IT WAS MOVED BY B. WALLACE, SECONDED BY J. DEWAR that the Report of the Special Meeting of the Education Committee dated April 16, 1998 be adopted as follows:

1. Report from the Interview Committee - Dundas Library Board

It was moved by E. Johnstone that R. R. Weiler and Jessica Brennan represent this Board on the Dundas Public Library Board.

2. Current School Year Calendar

It was moved by J. Bishop that the Report regarding the Current School Year Calendar and the Memorandum received from the Deputy Minister be received for information.

It was moved in amendment by W. Hicks, seconded by E. Johnstone that the following motion, lost at the Committee meeting, be lifted into the body of the report to become Clause 3.:

That the School Year Calendar for the 1998-1999 School Year detailed in Appendices D, E, F, F1 and F2, for the Elementary and Secondary Schools and Section 27 Program in The Hamilton-Wentworth District School Board be approved and submitted to the Ministry of Education and Training.

CARRIED.

When W. Hicks indicated that the Clause was now open for consideration, H. Bullock asked that the Clause be dealt with separately.

Trustees in support of the recommendation noted that

- the Calendar Committee was comprised of 23 people representing most of the major stakeholders around this issue

- the Committee did its best to identify and address the complex issues; the calendar as presented is the only viable solution to those issues
- different starting dates for elementary and secondary were not viewed as a major problem; parents have, in past years, asked that the elementary schools start prior to Labour Day because schools are generally cooler and the students are ready to learn
- while the calendar may not be what the trustees might have wished to have been developed, there should be respect for, and support given to, the work of the Committee; there was trustee representation on the Committee
- there is not enough flexibility for the Committee to consider other options

Trustees opposed to the calendar offered that

- the schedule, as presented, would be hard to "sell politically"
- the following are the particularly difficult areas:
 - one day back to school followed by a Board-designated holiday the very next day
 - different starting dates for elementary and secondary
 - instructional days at a minimum.
- the separate school board has not finalized their calendar as yet
- the Ministry will use this as an opportunity to claim boards are irresponsible to approve such scheduling
- each year, the school year calendars are set with the maximum allowed professional activity days and the minimum instructional days
- there is no provision for snow and/or fog days, a particular concern for the County schools; schools closed for these reasons would lose instructional days
- apart from the two trustees and the Home and School/School Council representatives, the Committee is employee-driven

It was moved in amendment by J. Dewar, seconded by L. Orban that the Report be referred back to the Calendar Committee with the direction of establishing a common start date (for elementary and secondary schools) and reviewing Friday, September 3 as a holiday.

J. Dewar clarified that her intent would be to eliminate the Friday prior to Labour Day as a holiday.

To the amendment, **CARRIED, 7 IN FAVOUR, 4 OPPOSED.**

To the remainder of the Report, **CARRIED.**

10. Report of the Business Committee

RESOLUTION #98-127: It was moved by L. Orban, seconded by W. Hicks that the Report of the Business Committee dated April 9, 1998 be approved as follows:

1. Delegations

(a) Presentation re Pediculosis

It was moved by W. Hicks: That the Presentation re Pediculosis be referred to the administration for a review.

2. School Board Restructuring Fund

It was moved by H. Bullock: That The Hamilton-Wentworth District School Board approve the application for School Board Restructuring Funding for the projects as set out in the Appendix dated April 9, 1998 with the addition of a project regarding the implementation of an integrated student information system.

3. Ontario Member School Board Association

(a) It was moved by W. Hicks: That The Hamilton-Wentworth District School Board participate as a member of the Ontario member School Board Association.

(b) It was moved by R. Woodworth: That The Hamilton-Wentworth District School Board designate and authorize the Director of Education of The Hamilton-Wentworth District School Board to exercise the vote of The Hamilton-Wentworth District School Board as a member of ONTARIO MEMBER SCHOOL BOARD ASSOCIATION and the Director of Education alone is hereby authorized and directed for an on behalf of and in the name of The Hamilton-Wentworth District School Board to do all things which may be necessary or desirable to give full effect to the foregoing, including without limitation, to execute and deliver under corporate seal of The Hamilton-Wentworth District School Board or otherwise all instruments, documents and agreements and all such instruments, documents and agreements comply with and are authorized by this resolution.

(c) It was moved by W. Hicks: That The Hamilton-Wentworth District School Board agree to indemnify and save harmless the Director of Education as a member of the Board of Directors of ONTARIO MEMBER SCHOOL BOARD ASSOCIATION from all claims, actions or causes of action, or any and all costs or liabilities of any kind or manner whatsoever as a result of the Director of Education acting as a member of the Board of Directors of ONTARIO MEMBER SCHOOL BOARD ASSOCIATION and that the Director of Education be authorized to execute any appropriate form of written Indemnity and or certified copy of this resolution.

4. Regular Agenda Reports of the Former Boards

It was moved by R. Woodworth: That continuation of the regular agenda reports of the former boards be limited to the monthly Education Development Charges report.

5. Superintendent's Report re License Between Saltfleet District High School and Stoney Creek and District Rugby Association

It was moved by W. Hicks: That the License Agreement between Saltfleet District High School and Stoney Creek and District Rugby Association be referred to the administration for legal consultation and that a report be brought back as early as possible to the Business Committee.

6. Comprehensive Energy and Water Reduction Program Update

It was moved by W. Hicks: That, subject to the workshop presentation, and in accordance with the Energy Service Agreement, Tesco be authorized to implement the improvements in Basket 2 Schools.

7. Creative Playstructure - Sanford Avenue School

It was moved by R. Woodworth: The Hamilton-Wentworth District School Board enter, at no cost to the Board, into a legal agreement with the City of Hamilton for the purpose of

constructing an upgraded playstructure west of the Norman "Pinky" Lewis Recreation Centre on the grounds of Sanford Avenue School.

8. Creative Playstructure - Peace Memorial School

It was moved by R. Woodworth: The Hamilton-Wentworth District School Board enter, at no cost to the Board, into a legal agreement with the City of Hamilton for the purpose of constructing an upgraded playstructure in the north-east corner of the property of Peace Memorial School.

9. Superintendent's Report re Tapleystown Septic Field

It was moved by H. Bullock: That the report re Tapleystown Septic Field be received for information.

10. Mount Hope Bus Routes

It was moved by H. Bullock: That the report re Mount Hope Bus Routes be received for information.

11. Request for Update - Asbestos Abatement Team - Trustee Mulholland

It was moved by R. Woodworth: That the verbal update re Asbestos Abatement Team be received for information.

12. School Trips

It was moved by R. Woodworth: That the following trip requests be approved:

- (a) Grade 8 - Dalewood School, Science Trip - Brock University, St. Catharines, Ontario from May 6 to 8, 1998, inclusive;
- (b) Grade 8 - Highview School, Camping Trip - Kilcoo Camp, Minden, Ontario from May 26 to 30, inclusive;
- (c) Grades 4 to 5 - Lincoln Alexander School, Environmental Studies Trip, Toronto Zoo on April 20, 1998;
- (d) Grades 9 to OAC - Barton School, Track and Field Meet, London, Ontario on April 25, 1998;
- (e) Grades 9 to OAC - Barton and Sir Allan MacNab Schools, Track and Field Meet, Brockville, Ontario from May 8 to 9, 1998, inclusive;
- (f) Grades 9 to OAC - Barton School, History Trip, Midland, Ontario on June 2, 1998;
- (g) Grade 11 - Sir Allan MacNab School, Track Meet, Mansfield, Ohio, U.S.A. from April 17 to 18, 1998, inclusive;
- (h) Grade 11 - City and County Secondary Schools, Leadership Skills Trip [1 student per school], Bolton, Ontario from May 20 to 21, 1998, inclusive.

13. Update - Demolition of Allenby School Shed

It was moved by R. Woodworth: That the verbal update re Demolition of Allenby School Shed be received for information.

14. Action of Staff - Crestwood School

It was moved by R. Woodworth: That the verbal report re Action of Staff - Crestwood School be received for information and that a letter of commendation from the Chair of the Board be sent.

15. Letter to the Public Relations Officer re Child Care Cheques (Due to Teacher Work Stoppage)

It was moved by R. Woodworth: That the verbal report re Letter to the Public Relations Officer re Child Care Cheques (Due to Teacher Work Stoppage) be received for information.

16. 1998 Stub Year Capital Projects

It was moved by W. Hicks: That the Hamilton-Wentworth District School Board approve the proposed capital projects as set out in the attached Appendices (Appendix A - Facilities Renewal Projects and Appendix B - Other Capital Projects) dated April 9, 1998.

17. Town of Flamborough re Elementary Accommodation in Waterdown

It was moved by W. Hicks: That the correspondence from the Town of Flamborough re Elementary Accommodation in Waterdown be received and filed.

L. Peddle asked that Clause 16. be voted on separately stating she could not support the exclusion of renovations at Barton Secondary School.

Recognizing that renovations at Barton Secondary School were not included in the list of capital projects, the minutes of the February 5, 1998 Committee of the Whole minutes where these renovations were cited as a high priority were read. Members were cautioned by the trustee against supporting a project and then not making any provisions for that project a short time later.

Responding to the above comments, another trustee noted that the comments read from the minutes were attributed to a Superintendent. The Committee of the Whole had then referred the issue to the appropriate committee for further consideration, rather than supporting the project as the top priority.

It was clarified that the Board supported the public's request for a new school in Flamborough as a first priority relative to government funding, but not necessarily if the funding had to come from this Board's budget.

Clause 16. was put to a vote and was CARRIED, 9 IN FAVOUR, 2 OPPOSED.

In response to a trustees' question relative to Clause 6., the Chair asked P. Gillie if a report could be prepared for the May meeting of the Business Committee relative to the total cost savings from Basket 2.

P. Gillie responded that she was not certain all the information could be gathered but would attempt to do so.

A. Greenleaf suggested that the trustees concerned contact P. Gillie about the specifics of what is being sought in her report.

The remainder of the Report was put to a vote and was CARRIED, 10 IN FAVOUR, 1 ABSTENTION.

11. Report of the Special Education Advisory Committee

B. Shephard, Chair of SEAC, presented the report. She noted that the terms of reference, although approved by SEAC, require some further grammatical/punctuation changes. She asked the Board for approval of the substance of the terms as written. Under "Duties of the Board", she noted that SEAC can refer any of its recommendations to a Committee of the Board before it is referred to the Board.

Recognizing that the stub year budget has been approved by the Board, B. Shepherd noted SEAC had asked her to remind the Board that, according to Regulation 464, SEAC is to be involved in budget considerations relative to Special Education. SEAC will be looking to be included in future budget considerations.

In response to a question, B. Shepherd noted that the term "participate" as used in Clauses 4, 5 and 6 under "Duties of the Board", is taken from the wording in the regulations. She illustrated the meaning of "participate" as the Board informing SEAC at the beginning of the budget process and asking that SEAC appoint a member to participate in budget deliberations.

The Chair further clarified that recommendations from SEAC to the Board is another example of 'participation'. If there are concerns about special education during budget deliberations, SEAC should be invited to have input.

In conclusion, it was noted that SEAC is required to be involved in the Board's special education annual review by way of providing additional recommendations before the report comes to the Board. Since it has representatives from local organizations with provincial status, SEAC can provide a source of enrichment to the Board's decision-making.

RESOLUTION #98-128: It was moved by J. Bishop, seconded by E. Johnstone that the Report of the Special Education Advisory Committee dated March 25, 1998 be adopted as follows:

1. LEIC Recommendation regarding Students Currently at General Brock

It was moved by C. Vlahovich:

"That the District 21 Board offer to those students currently at General Brock the following options:

- (a) stay at General Brock until they receive their Certificate of Education or their high school diploma
- (b) return to the District 21 Board to complete their high school education in an educationally appropriate setting.

2. Terms of Reference

It was moved by V. Wylson- Sher: That the Terms of Reference be approved:

TERMS OF REFERENCE

Ontario Regulation 464/97 made under the Education Act

NAME: The name of the committee shall be The Hamilton-Wentworth District School Board Special Education Advisory Committee.

MANDATE: The mandate of the Special Education Advisory Committee of the Board is to make recommendations to the Board regarding matters related to the establishment, development and delivery of special education programs and services.

COMPOSITION:

The Special Education Advisory Committee shall consist of:

- a) one representative from no more than twelve local associations. Local association is defined as an association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an association or organization that is not an association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults.
- b) one alternate for each representative to sit at the table.
- c) three trustees appointed by the Board.
- d) up to eight additional members. Additional members are defined as members who represent an organization which furthers the interests and well-being of one or more groups of exceptional children or adults and who are neither representative of a local association or members of the Board or another committee of the Board.
- e) The composition of the SEAC membership shall reflect the range of exceptionalities within the Hamilton-Wentworth District School Board.

Qualifications:

Members of SEAC must be a Canadian citizen, 18 years of age or older, a resident within the area of jurisdiction of the Board and a public school board elector.

A person is not qualified to be a member of SEAC if he/she is employed by the Board.

TERMS OF OFFICE:

The members of the Committee shall hold office during the period of time of the Board of Trustees.

The board may fill vacancies for the remainder of the term of the vacancy.

Until the vacancy is filled, the alternate shall act in the member's place.

Each member is expected to:

1. respond to the needs of all exceptional students under the jurisdiction of the Board.
2. respect the right to privacy of individual exceptional pupils by avoiding discussion of individual cases.
3. acquire and maintain a working knowledge of the special education programs and services provided by the Board.
4. present to the Committee the interests, concerns and suggestions of the association which they represent, regarding the programs or services of the Board.
5. suggest items of concern for inclusion on the agenda
6. suggest appropriate educational topics for discussion
7. make motions for debate and decision
8. keep the local association which they represent informed of the proceedings of the Committee
9. be available as an informed and knowledgeable resource to the parents of exceptional children. This could include providing information on the special education programs, services and procedures of the Board including in particular the Identification, Placement and Review procedures and appeals
10. be available as an informed and knowledgeable resource for the schools and the community
11. attend meetings on a regular basis, or to inform the alternate and the SEAC chair or SEAC secretary when he/she cannot attend the meeting. When so informed, it is the responsibility of the alternate to attend the meeting and act in the member's place.

A quorum is defined as the majority of the members of the Committee.
Meetings shall be held once monthly, except July and August.

Meetings shall commence at 7:15 p.m. and end at 9:15 p.m. Extensions may be made by a majority vote.

The appropriate rules of the Board shall govern the order and conduct of the meeting of the Committee.

At the first meeting of the Committee in December, the members shall elect one of their members as chair and one of their members as vice-chair for a one-year term. The vice chair shall act as the chair in the chair's absence.

Every member present at a meeting, or his/her alternate when attending the meeting in place of the member, shall have one vote.

The chair may vote with the membership.

In the case of a tie vote, the motion shall be lost.

- 1) The Board shall make available to the SEAC personnel and facilities necessary for the proper functioning of the committee.
- 2) The Board shall provide the members of SEAC and their alternates with timely information and orientation regarding:
 - (a) the role of SEAC and the Board in relation to special education
 - (b) Ministry and Board policies and Board decisions relating to special education.
- 3) Prior to making a decision on a recommendation made by SEAC, the board shall provide an opportunity for SEAC to be heard by the Board or any other committee of the Board to which the recommendation is referred.
- 4) SEAC shall have the opportunity to participate in the Board's annual review of the special education plan.
- 5) SEAC shall be provided with the opportunity to participate in the annual budget process as it relates to special education.
- 6) SEAC shall be provided with the opportunity to review the financial statements of the Board that relate to special education.

3. Correspondence from Glenwood School Council

It was moved by H. Bushey:

- (a) That SEAC support the recommendation of the Parent Council from Glenwood School (attached) regarding students moving from Glenwood School to Fairview School in Hamilton.

4. Overview of Special Education Programs and Services in the Hamilton-Wentworth District School Board

It was moved by J. Bishop:

That SEAC support the concept of appropriate feeder school patterns for Special Education students.

Rationale for Recommendation 4.

"Appropriate" is to mean special education children would proceed to their next school without going outside their cluster of schools, similarly to other children in the system.

CARRIED UNANIMOUSLY.

11. Hamilton Council of Home and School Associations re rep on SEAC

RESOLUTION #98-129: It was moved by R. Woodworth, seconded by J. Bishop that Sue Anderson replace Linda Burns as the Hamilton Council of Home and School Association representative to the Special Education Advisory Committee.

CARRIED UNANIMOUSLY.

12. Transitional Issues

M. Matier reported that the Transition Sub-Committees, involving 360 people, have been meeting. The Superintendents who are co-ordinating the work of these committees have reported positive levels of dialogue and participation. The Steering Committee will have its initial meeting next week. Responding to a question raised at the Education Committee regarding the aligning of the former Board policies, M. Matier felt that staff could do the housekeeping aspect of pulling the policies together for comparison purposes. Those policies not falling within any of the transitional committee mandates, could be brought to the Board for direction.

A. Greenleaf indicated that a staff member has already been assigned to this housekeeping task and that the Joint Advisory Committee will be formed following the vote to establish the bargaining units for staff.

M. Matier acknowledged that the rapid turn around time has created a communications dilemma that will be difficult to address given the frequent meetings of all the sub-committees.

13. Report re Operations Portfolio

RESOLUTION #98-130: It was moved by L. Orban, seconded by J. Bishop that the operations portfolio be re-designed by the transfer of all non-Plant functions to the business portfolio.

One trustee referenced public relation concerns around the Board's switchboard/voice mail system and hoped some of these would be addressed.

To the motion, CARRIED UNANIMOUSLY.

14. Staff Placement Reports

D. Grant responded to a question that, as the report indicates, the Placement Committee met officially to consider the proposed job content of the Manager of Accommodation and Planning and the determination was that this is not a new position. Given that it resembled closely the portfolio held by Daryl Sage in the former City Board, he was considered to be the sole incumbent.

RESOLUTION #98-131: It was moved by L. Orban, seconded by H. Bullock that the Staff Placement Report on the Manager of Accommodation and Planning be received for information.

CARRIED UNANIMOUSLY.

15. Questions of Committee Chairs

Nil.

16.Chairs' Reports

R. Mulholland distributed coffee mugs displaying the Board's new logo to the Senior Officials and Trustees as a gesture of appreciation for their supportive and co-operative work over the past months.

L. Orban publicly thanked the Chair for his supportive role in the ongoing merger activities of the new school board.

17.OPSBA Report

J. Bishop referenced her written report attached to the agendas.

RESOLUTION #98-132: It was moved by L. Orban, seconded by E. Johnstone that the OPSBA report be referred to the Officials to be incorporated into the analysis of the funding model being presented to the Caucus of the Board.

CARRIED.

17. (a) School Trips

RESOLUTION #98-133: It was moved by R. Woodworth, seconded by H. Bullock that the following school trips be approved:

- (a) Grade 11 - Sir Allan MacNab School, Track Meet, Mansfield, Ohio from April 17 to 18, 1998 inclusive;
- (b) Grades 9 to OAC - Westdale, Sir Allan MacNab School, Track Meet, Toronto, Ontario on April 24 and 25, 1998;
- (c) Grades 9 to OAC - Sir Allan MacNab School, Track Meet, Toronto, Ontario on May 1 and 2, 1998;
- (d) Grade 11 - Sir Allan MacNab School, Canadian Skills Competition (Computer), Kitchener, Ontario from May 5 to 6, 1998, inclusive;
- (e) Grades 9 to OAC - Sir Allan MacNab School, Track Meet, Brockville, Ontario from May 8 to 9, 1998, inclusive;
- (f) Grades 9 to OAC - Westmount School, Track Meet, Brockville, Ontario from May 8 to 9, 1998 inclusive.

CARRIED.

CORRESPONDENCE

RESOLUTION #98-134: It was moved by B. Wallace, seconded by R. Woodworth that the following correspondence be referred to the Property Committee:

18. Ancaster High School Advisory Council re Capital Requests for 1998/Major Projects

CARRIED.

RESOLUTION #98-135: It was moved by J. Bishop, seconded by L. Orban that the following correspondence be referred to the Education Committee:

19.Trees for Life Canada re invitation to Principal to join delegation to China

RESOLUTION #98-136: It was moved by R. Woodworth, seconded by J. Bishop that the following correspondence be referred to administration:

20.MOET confirmation of transfer payment for implementation of Provincial Report Card

CARRIED UNANIMOUSLY.

RESOLUTION #98-137: It was moved by B. Wallace, seconded by L. Orban that the following correspondence be received for information:

21. Hamilton East Community Services re thanks for support for obtaining property easement

22. Hamilton-Wentworth Regional Police re thanks for assistance in an investigation

CARRIED.

RESOLUTION #98-138: It was moved by J. Rogers, seconded by L. Orban that the following correspondence be received and filed:

23. B. and J. Porter re teacher-librarians

RESOLUTION #98-139: It was moved by B. Wallace, seconded by R. Woodworth that the following correspondence be received and filed:

24. Copy of invitation to Assistant Deputy Minister to accommodation update meeting

25. EIC response to parental letters regarding new school facilities in Waterdown

26. EIC re confirmation of name of DSB #21

CARRIED.

DISTRIBUTION

Nil.

27. PUBLIC QUESTIONS OF CLARIFICATION

Nil.

B. Wallace confirmed with the Education Committee members that there would be a quorum present for the May meeting despite the scheduling of Education Week activities that evening.

RESOLUTION #98-140: It was moved by B. Wallace, seconded by R. Woodworth that the Board meet in-camera.

CARRIED.

The Board then met in-camera with the open session resuming at 10:40 P.M.

RESOLUTION #98-141: It was moved by B. Wallace, seconded by H. Bullock that all motions made in-camera be adopted as follows:

1. It was moved by L. Orban, seconded by E. Johnstone that all motions made at the Special In-camera Board on April 15, 1998 be approved as follows:

(a) Expulsion Hearing

It was moved by W. Hicks, seconded by J. Rogers that a student in our system be expelled from The Hamilton-Wentworth District School Board effective 1998 04 15.

(b) Glendale Suspensions/Expulsion Recommendations

It was moved by J. Rogers, seconded by J. Dewar that the authorization by the Director of Education for the Principal to extend the suspensions beyond the twenty-day limitation in the Education Act, ss.(1.1) of several students awaiting expulsion hearings before the Board be confirmed.

2. Report of the Education Committee

It was moved by B. Wallace, seconded by J. Rogers that the Report of the Education Committee dated April 2 and April 16 be adopted as follows:

(a) Report dated April 2, 1998**1. Personnel Report**

It was moved by J. Bishop: That the Personnel Report dated April 2, 1998 be adopted and the following recommendations contained therein be approved:

(a) Motion re granting credit for experience to teachers.

2. Request for Leave

It was moved by J. Rogers: That Marijus Gudinskas, Teacher at Janet Lee School, be granted three days' leave of absence from June 24, 1998 to June 26, 1998 inclusive under the provisions of Policy 10.1.04.

3. Election of Severance Option

(a) It was moved by E. Johnstone: That the Board accept the election of Joyce Ferguson for the payment of severance effective April 30, 1998 and approve the severance and notice payment as provided in the PASS Employment Policies and Procedures booklet.

(b) It was moved by E. Johnstone: That the Board accept the election of Mary Lou Yarowski for the payment of severance effective December 31, 1998 and approve the severance and notice payment as provided in the PASS Employment Policies and Procedures booklet.

(b) Report dated April 16, 1998**1. Request for Leave**

It was moved by J. Rogers that Brad Kuhn be granted a one-year extension to his leave of absence which currently ends on June 30, 1998. This extension would continue until June 30, 1999.

3. Report of the Business Committee

On behalf of L. Orban, it was moved by R. Woodworth, seconded by E. Johnstone that the Report of the Business Committee dated April 9, 1998 be adopted as follows:

4. Clarification of Sibling Rule - Dundas High Schools

It was moved by H. Bullock that The Hamilton-Wentworth District School Board approve that the assigned superintendent be given the flexibility to interpret the sibling rule from a family perspective rather than an individual student perspective for the Dundas high schools. As long as a student attends the other secondary school under the sibling rule, all other siblings are eligible to apply under the same rule.

5. Jerseyville School Lease

It was moved by R. Woodworth that the Board agree to extend the term of the current lease of Jerseyville School to Steven and Alison Will until June 30, 1999, subject to the approval of the Ministry of Education and Training if necessary.

6. Flamborough Option to Purchase School Board Lands

It was moved by R. Woodworth that The Hamilton-Wentworth District School Board send a letter to the Town of Flamborough requesting that, in consideration of the partnership

demonstrated by the Board's approval of the proposal from the Town of Flamborough dealing with a plan to provide accommodation for pupils on school board lands adjacent to Waterdown District High School, the Town of Flamborough consider waiving future permit fees relative to the building of a new elementary school.

7. Bus Routes #1 and #4 for Mount Hope Public School

The correspondence from Randy and Karen Moore regarding the change in bus route #1 to bus route #4 be received for information.

8. Meadowbrook Manors

It was moved by R. Woodworth that the correspondence from A. Kelly, Meadowlands of Ancaster, re reserved public school site be referred to Proctor and Redfern for comment.

9. Chapel East Neighbourhood

It was moved by R. Woodworth that the correspondence from L. Szpirglas, Mercedes Homes, re Chapel East Neighbourhood be referred to administration.

10. Legal Services Update

It was moved by W. Hicks, seconded by J. Dewar that the firms short-listed from the legal services proposal call, as presented, be invited to appear before the Business Committee at its next meeting to make a 10 minute presentation about their respective proposals.

11. Tri-Board Transition Funding Proposal

It was moved by R. Woolworth, seconded by W. Hicks that The Hamilton-Wentworth District School Board approve participation in a Tri-Board Transition Funding Proposal dealing with technical training.

12.(a) Update re Staff Situation

Motions regarding two staff situations.

13. Elementary Principal Appointment

It was moved by B. Wallace, seconded by R. Woodworth that Gail Patti-Buntain be appointed to the position of elementary principal, effective April 16, 1998, with initial placement at C.H.Bray Public School.

14. CORRESPONDENCE

(a) Motion regarding receiving two pieces of correspondence for information.

(b) Suspension Appeal

It was moved by R. Woodworth, seconded by L. Orban that a student Suspension Appeal be referred to the Superintendent Thompson.

15. SUSPENSION REPORT

Received for information.

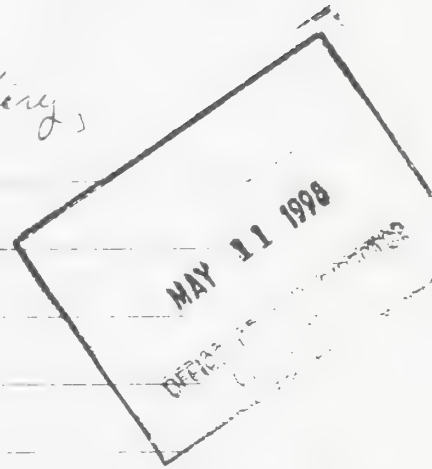
RESOLUTION #98-142: It was moved by R. Woodworth, seconded by B. Wallace that the Board meeting adjourn, this being done at 10:45 p.m.

MICHELE CLARKE
213 PARK ST. WEST
DUNDAS, ONT. L9H 1Y3

#3

May 8, 1998

Allen A. Greenleaf, Director of Education and Secretary,
the Hamilton-Wentworth District School Board,
70 Main Street West, P.O. Box 2558
Hamilton, Ontario L8N 3L1



Dear Allen Greenleaf:

Thank you for your letter dated 1998-04-14 which was a response to my letter dated March 18, 1998, concerning my Public Questions of February 12 and 25, 1998.

There are a couple of points which need to be clarified:

A.) Paragraph 3 of your letter states, "IF THE DEFENSE LAY-ER INSISTS THAT WITNESSES BE PRESENT, THE BOARD MUST HAVE A DULY QUALIFIED COURT RECORDER ... THIS COST WOULD BE BORNE BY THE BOARD AND HAS NO RELATION TO THE FINANCIAL RESOURCES OF THE STUDENT'S FAMILY."

However, paragraph 3 of my letter states, "THIS PHRASE IMPLIES THAT IF: A STUDENT HAS THE FINANCIAL RESOURCES TO HIRE A LAY-ER & HAS THE FORESIGHT TO REQUEST VERBATIM MINUTES THEN: HE/SHE WILL BE GIVEN PREFERENTIAL TREATMENT."

Therefore it is clear to me that you are addressing the cost of the 'Duly Qualified COURT RECORDER' WHO WILL take Verbatim minutes - while I'm talking about the cost of hiring a lawyer or her the advantage of class where a lawyer or an educational officer may be a member of the student's family.

I believe this is a case where students may be

cont...

equal BEFORE the policy - But NOT equal UNDER the policy.

B.) Paragraph 4 of your letter cites SECTIONS 3.2.3, 3.2.7, 3.3.1, and 3.4.2 (a) of OPERATIONS PROCEDURE 31 - EXPULSION OF P.P.S.

However, nowhere in these sections is the ROLE of the Director of Education, as secretary of the Board, during trustee deliberations spelled out.

This may be an example where elected members of the Board and Board personnel may have forgotten that Board policies should be written in terms and in a manner that can be clearly and readily understood by those they serve. Hence I request that the Board place on record the answers to the following questions:

1.) Will the Board hire a duly qualified court recorder to take verbatim minutes during ALL expulsion of pupils and personnel disciplinary hearings?

2.) Will the Board ensure that the role of the Director of Education, as secretary of the Board, is clearly spelled out in OPERATION PROCEDURE 31-31 EXPULSION OF PUPILS and in any other Board policies which deal with disciplinary action of pupils or employees?

Please note that when the word BOARD is used on this page - I mean the elected members, the trustees, who vote at the BOARD TABLE and who collectively form the corporate entity known as 'THE BOARD'.

Once again, I look forward to receiving your written response.

Sincerely yours,

Michelle Cloche

P.S. Please excuse the hand written letter which may be difficult to read - but so far O.H.P. has not provided me with a copy type and printer. MC

3-2

THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD

100 Main Street West,
P.O. Box 2558
Hamilton, Ontario L8N 3L1

Telephone: (905) 527-5092

Fax: (905) 521-2539

OFFICE OF THE DIRECTOR OF EDUCATION AND SECRETARY

1998 04 14

Michele Clarke
213 Park Street West
Dundas, Ontario L9H 1Y3

Dear Michele Clarke:

Thank you for your letter of 1998 03 18 clarifying the intent of your public questions of February 12 and 25, 1998 in relation to the amendments to Operating Procedure OP-31: Expulsion of Pupils. I hope that the following information provides the clarity you are seeking:

The current practice of this Board in relation to minute taking of all Board meetings is to fulfill the requirements of the Education Act for "full and accurate record of the Board's proceedings". There is, however, a distinct difference in the expectation of what is captured and transcribed at "Expulsion Hearings" from other meetings of Committee and Board. As the Secretary of the Board, I believe it is clearly understood by the recording secretary that as much of what is said - both in comments, questions and answers - is captured at the Hearing and transcribed accordingly.

The reference to "the Board would engage an individual to take minutes verbatim" relates specifically to Item 3.3.4 as follows: "If the defense lawyer insists that witnesses be present, the Board must have a duly qualified court recorder." Therefore the answer to your question "Will expulsion hearing minutes be taken verbatim" is only as required under Item 3.3.4. This cost would be borne by the Board and has no relation to the financial resources of the student's family.

Your other question "Where in Operating Procedure 31: Expulsion of Pupils is the role of the Director, as Secretary of the Board, spelled out?" can be answered through the following direct quotes from that Operating Procedure:

- (3.2.3) If a decision to recommend expulsion is made, the Principal and the Superintendent of Schools must make a joint recommendation to the Board and forward it to the Director, the student

- (3.2.7) the student and family will be notified by registered letter by the Secretary of the Board that the suspension will be modified student and family will be informed by registered letter by the Secretary of the Board of the Trustees' decision.

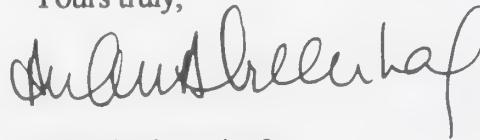
Letter to M. Clarke

Page 2

1998 04 14

- (3.3 i) the decision of the Trustees will be communication to the student and parent by registered mail by the Secretary of the Board.
- (3.4.2 (ii)) The parent and student may decide to make application to the Director and Secretary of the Board for re-admission.

Yours truly,

A handwritten signature in cursive script, appearing to read "Allan A. Greenleaf".

Allan A. Greenleaf
Director of Education
and Secretary

3-4

Michele Clarke 213 Park Street West Dundas, Ontario L9H 1Y3 (905) 628-3015

March 18, 1998

Allan A. Greenleaf, Director of Education and Secretary,
Hamilton-Wentworth District School Board,
100 Main Street West,
Hamilton, Ontario L8N 3L1

Dear Allan Greenleaf:

Thank you for your letter dated 1998 03 09, which was a response to my Public Questions dated Feb. 12 and Feb. 26, 1998, concerning the AMENDMENTS TO OPERATION PROCEDURE OP-31: EXPULSION OF PUPILS. Agenda No. 17 - Committee of the Whole meeting of February 5, 1998.

You may not know that I have a copy of the draft minutes that you cited. Also, you may not understand that I am not arguing that M. Quinn's response does not accurately reflect the Board's Policy. Please allow me to make it clear that I am only arguing that the phrase **"reflect as closely as possible the content and intent of deliberations conducted once the hearing commenced"** leaves much too much to interpretation by the individual or individuals taking the minutes.

Further the (Board 02/26) DRAFT Minutes state that **"If required by the participants, the Board would engage an individual to take minutes verbatim."** This phrase implies that if: a student has the financial resources to hire a lawyer or has the foresight to request **VERBATIM** minutes then: he/she will be given preferential treatment. I believe this leaves the Board open to accusations that it is a public body that does not treat everyone equally fairly regardless of socio-economic status.

Therefore I will ask the Board once again - WILL EXPULSION HEARING MINUTES BE TAKEN VERBATIM?

I also thank you for quoting the Education Act: Section 196. (1. Duties of secretary". However, I regret that when I asked the question: **"Where is the role of Director, as Secretary of the Board delineated?"** I did not make it clear that I was referring to the Board Policy **not** to the Education Act.

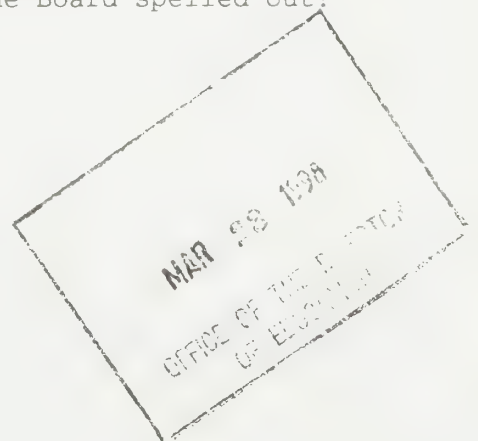
The last paragraph of the rationale for the amendments states:(Agenda C.o.t.W. 02/05) "The second role is that of Secretary of the Board. In this instance the Director is a neutral party who does not deal with the expulsion recommendation ... As a result, he/she may then remain with the trustees during their deliberations to ensure that the minutes of the hearing constitute a full and correct record of the proceedings".

The danger is that in a year or two some trustees and/or the Director may not remember the rationale for the Director's presence during trustees deliberations. Therefore I must ask the question again: 'Where in PROCEDURE OP-31: EXPULSION OF PUPILS is the role of the Director, as Secretary of the Board spelled out?

I look forward to your Written response.

Yours sincerely,


Michele Clarke



ACTION ITEMS

*REGULAR BOARD
MAY 21, 1998*

#8

**REPORT OF THE EDUCATION COMMITTEE
MAY 7, 1998
THIRD REPORT**

Those present: Bruce Wallace, (Chair), Judith Bishop, Janice Dewar, Eleanor Johnstone and Joseph Rogers.

Also present: Heather Bullock, Wes Hicks, Lillian Orban and Reg Woodworth.

In attendance: Allan A. Greenleaf (Director of Education and Secretary), Marguerite Botting (Superintendent of Instructional Services), Ken Bain (Superintendent of Education - County West), Elizabeth Bond (Superintendent of Education - Secondary East), Krys Croxall (Superintendent of Education - County East), Pat Gillie (Superintendent of Education - Mountain East), Don Grant (Superintendent of Business and Treasurer), Wayne Joudrie (Superintendent of Education - City East), Merv Matier (Superintendent of Transitional Services), Murray Quinn (Superintendent of Education - City West), Stew Thompson (Superintendent of Education - Mountain West), Lucy Veerman (Acting Senior Financial Officer) and Ken Waters (Superintendent of Education - Secondary West).

Recommended Action:

Moved by _____, seconded by _____: That the Report of the Education Committee dated May 7, 1998 be adopted.

1. Board Referral

(a) Trees for Life Canada re Invitation to Principal to Join Delegation to China

It was moved by J. Rogers: That Dave Johnman, Principal of Central Park School, represent the Hamilton-Wentworth District School Board as a member of the Canadian "Trees for Life" delegation visiting Beijing China from October 15 to October 25, 1998.

2. Personnel Report

It was moved by J. Rogers: That the Personnel Report dated May 7, 1998 be adopted and the recommendations contained therein be approved:

SECTION I K. Croxall, Superintendent of Schools

A. APPOINTMENTS AND TRANSFERS - nil

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS - nil

1) Retirements

That the resignations of the following staff, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Jeanette Moore, Elementary Teacher, June 30, 1998

Janice Sperling, Elementary Teacher, June 30, 1998

Frances M. Quart, Elementary Teacher, June 30, 1998

That the resignations of the following staff, for the purpose of retirement, effective as shown, be accepted with regret:

ANNE JARVIS, Elementary Teacher, June 30, 1998

C. LEAVES OF ABSENCE

1) General Leaves

That the request of the following staff for a Leave of Absence, effective as shown, be granted:

Charlene Trotti, Elementary Teacher, September 1, 1998 to August 31, 1999

Heather Moyer, Elementary Teacher, June 9, 1998 to December 18, 1998

Lisa Martin, Elementary Teacher, June 6, 1998 to January 24, 1999

2) Leave of Absence - Change in Date

That the dates of the Leave of Absence granted to **Deborah Smith**, Elementary Teacher at a previous meeting, be changed to April 29, 1998 to November 22, 1998.

D. PROBATIONARY AND PERMANENT CONTRACTS

That the following staff be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Steve Baker, Elementary Teacher, April 1, 1998

E. OTHER MATTERS REQUIRING BOARD ATTENTION - nil

SECTION II K. Bain, Superintendent of Schools

A. APPOINTMENTS AND TRANSFERS - nil

B. RESIGNATIONS, RETIREMENT AND TERMINATIONS - nil**1) Retirements**

That the resignations of the following staff, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Keith Pearcey, Elementary Teacher, June 30, 1998

Faye Riddell, Elementary Teacher, June 30, 1998

C. LEAVES OF ABSENCE**1) Leave of Absence - Change in Date**

That the dates of the Leave of Absence granted to **Georgina Hewitt**, Elementary Teacher at a previous meeting, be changed to January 1, 1999 to December 31, 1999.

D. PROBATIONARY AND PERMANENT CONTRACTS - nil**E. OTHER MATTERS REQUIRING BOARD ATTENTION - nil****SECTION III K. Waters, Superintendent of Schools****A. APPOINTMENTS AND TRANSFERS - nil****B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS****1) Resignation**

The Administration wishes to inform the Board of the following resignation:

Eleanor Daly, Secondary Teacher, effective August 31, 1998

2) Retirements

That the resignations of the following staff, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Mary Eastman, Secondary Teacher, June 30, 1998

George C. Watson, Secondary Teacher, June 30, 1998

3) Retirements - Change in Date

That the dates of retirement for the following staff, approved at a previous meeting, be changed, as shown:

Gord Conroy, Secondary Teacher, June 30, 1998

Henry Veenstra, Secondary Teacher, June 30, 1998

C. LEAVE OF ABSENCE - nil**D. PROBATIONARY AND PERMANENT CONTRACTS - nil****E. OTHER MATTERS REQUIRING BOARD ATTENTION - nil****SECTION IV D. Grant, Superintendent of Business and Treasurer****A. APPOINTMENTS AND TRANSFERS - nil****B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS****1) Resignation**

The Administration wishes to inform the Board of the following resignation:

Nancy Plumridge, Manager of Finance, effective May 15, 1998

C. LEAVES OF ABSENCE**1) General Leaves**

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

Don Wood, Maintenance Mechanic, March 24, 1998 to May 22, 1998

Dusanka Vukobratovic, Custodian, February 3, 1998 to April 30, 1999

D. PROBATIONARY AND PERMANENT CONTRACTS - nil**E. OTHER MATTERS REQUIRING BOARD ATTENTION - nil****SECTION IV D. Russon, Manager, Human Resources Services****A. APPOINTMENTS AND TRANSFERS****1) Promotions**

That the effective date of the appointment of **Michael Rehill**, to the position of Acting Vice-Principal of a Secondary School, be changed to September 1, 1998.

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS**1) Resignations**

That the date shown for the following staff to Leave the Employ of the Board, be approved:

Barbara Barrow, Assistant Caretaker (Caretaking and Maintenance Staff), April 30, 1998

Teresa Katerberg, Elementary Teacher, May 31, 1998

2) Retirements

(i) That the resignations of the following staff for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Larry Archer, Secondary Teacher, June 30, 1998

Larry Baatz, Elementary Teacher, June 30, 1998

Jeannette DeBruyn, Elementary Teacher, June 30, 1998
Susan Divers, Assistant Caretaker (Caretaking and Maintenance Staff), June 30, 1998
Frederick Dodge, A.V. Technician (Clerical and Technical Staff), August 28, 1998
Eric Hipkiss, Elementary Principal, June 30, 1998
Mary Ingram, Assistant Caretaker (Caretaking and Maintenance Staff), May 31, 1998
Wayne Madden, Secondary Teacher, June 30, 1998
Sharon L. McLachlan, Elementary Teacher, June 30, 1998
Diana Miyata, Elementary Teacher, June 30, 1998
Jean Mumford, Elementary School Secretary (Clerical and Technical Staff), June 30, 1998
Norma Ridge, Elementary Teacher, June 30, 1998
Joan G. Sephton, Elementary Teacher, June 30, 1998
Robert Sharp, Elementary Teacher, June 30, 1998
Mary Teufel, Attendance Clerk (Secondary School Clerical and Secretarial Staff), May 15, 1998
Barka Vuk, Assistant Caretaker (Caretaking and Maintenance Staff), June 30, 1998
John S. Walker, Elementary Teacher, June 30, 1998

(ii) That the effective date of the retirements of the following staff, approved at a previous meeting, be changed, effective as shown:

Ronald Crawford, Secondary Teacher, June 30, 1998
Gary Krar, Secondary Teacher, June 30, 1998.
Adolph Stavnitzky, Secondary Teacher, June 30, 1998
A. Dean Watson, Secondary Teacher, April 30, 1998

B. LEAVES OF ABSENCE

1) General Leaves

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

June Baxter, Elementary Teacher, September 1, 1998 to August 31, 1999
Faith Bland, Elementary Teacher, September 1, 1998 to August 31, 1999
Lisa Borkovich, Secondary Teacher, September 1, 1998 to January 29, 1999
Linda Cole, Elementary Teacher, May 22, 1988
Angelo Costanzo, Secondary Teacher, September 1, 1998 to August 31, 1999
Michele Fairfield, Secondary Teacher, September 1, 1998 to January 31, 1999
Carolyn Foreman, Elementary Teacher, June 29, 1998 to August 31, 1998
Michelle Friesen, Elementary Teacher, June 29, 1998 to February 26, 1999
James Holubeshen, Stage Technician (Clerical and Technical Staff), May 22, 1998 to November 26, 1998
G. Christine Johnson, Elementary Teacher, April 21, 1998 (.5)
Susan McCormick, Secretary (Clerical and Technical Staff), June 1, 1998 to December 7, 1998
Allison Montgomery, Elementary Teacher, September 1, 1998 to August 31, 1999
Claudio Noce, Caretaker (Caretaking and Maintenance Staff), June 1, 1998 to July 28, 1998 and August 17, 1998 to November 27, 1998
Lisa Reynolds, Elementary Teacher, May 4, 1998 to January 1, 1999
Barbara Russell Morse, Secondary Teacher, June 5, 1998 to December 11, 1998
Sharon Turner, Elementary Teacher, May 18, 1998 to December 31, 1998
Kim Vallentin, Elementary Teacher, July 20, 1998 to January 22, 1999
Marlene Winsor, Secretary (Clerical and Technical Staff), April 22, 1998

2) "Four over Five"

i) That the Board rescind the Leave of Absence with Salary Holdback (4 over 5 Plan) for **Faith Bland**, Elementary Teacher, which was approved at the December 1995 Board Meeting.

ii) That the Leave of Absence with Salary Holdback (4 over 5 Plan) approved for **Richard McQueen**, Elementary Teacher, at the October 1994 Board Meeting be amended to provide for a Leave of Absence with Salary Holdback for the 1999-2000 school year.

3) Leave Extensions

That the requests of the following staff for an extension of their Leaves of Absence, effective as shown, be granted:

Theresa Bernhardt, Elementary Teacher, September 1, 1998 to August 31, 1999
Linda Cole, Elementary Teacher, September 1, 1998
Janis Colohan, Elementary Teacher, September 1, 1998
Joyce Cooper, Elementary Teacher, September 1, 1998
Susan Crossgrove, Elementary Teacher, September 1, 1998
Sandra Dowhan-Santinon, Elementary Teacher, May 15, 1998 to August 31, 1998
Charlene Duritt, Elementary Teacher, September 1, 1998
Leslie Forsyth, Elementary Teacher, September 1, 1998 to December 31, 1998
David Hamilton, Elementary Teacher, September 1, 1998
Gary Krar, Secondary Teacher, May 1, 1998 to June 30, 1998
Julie Marshman MacCuish, Elementary Teacher, September 1, 1998 to August 31, 1999
Caroline McGinnis, Elementary Teacher, September 1, 1998
Margaret Mete, Elementary Teacher, September 1, 1998 to December 31, 1998
Judith Penner, Elementary Teacher, September 1, 1998 to August 31, 1999
Wendy Reeson, Elementary Teacher, September 1, 1998 to August 31, 1999
Janet L. Ross, Secondary Teacher, September 1, 1998 to August 31, 1999

Cheryl Rowatt, Secondary Teacher, April 13, 1998 to August 31, 1998
Sylvie Sauer, Elementary Teacher, September 1, 1998 to August 31, 1999

4) Return from Leave of Absence

That the following staff be returned from Leaves of Absence, effective as shown:

Linda Bland, Elementary Teacher, September 1, 1998
Peter P. Brent, Secondary Teacher, September 1, 1998
Beryl Burgoyne, Secondary, September 1, 1998
Sandra Dowhan-Santiron, Elementary Teacher, September 1, 1998
Carolyn Foreman, Elementary Teacher, June 5, 1998
Joseph Hammill, Secondary Teacher, September 1, 1998
Andrea Kay, Elementary Teacher, September 1, 1998
M. Eleanor Kellam, Elementary Teacher, June 1, 1998
Susan Mackrory, Elementary Teacher, September 1, 1998
Cathy Morningstar-Misiak, Elementary Teacher, September 1, 1998
Cherylin Moses, Elementary Teacher, September 1, 1998
Brian Radke, Secondary Teacher, September 1, 1998
Suzanne Rich, Elementary Teacher, September 1, 1998
Maryann Rimac, Elementary Teacher, September 1, 1998
Sharon Roppel, Secondary Teacher, September 1, 1998
Christine Tate, Elementary Teacher, September 1, 1998
Suzanne Weatherdon, Elementary Teacher, September 1, 1998
Jennifer Wilson-Bridgman, Elementary Teacher, September 1, 1998
Janet Wolfe, Elementary Teacher, September 1, 1998
Colleen Wray, Secondary Teacher, September 1, 1998

D. PROBATIONARY AND PERMANENT CONTRACTS

1) Probationary Staff

That the following be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Elio Giordano, Elementary Teacher, September 1, 1997 (.5)
Karen Keech, Elementary Teacher, September 1, 1997
Lynn Kelly, Elementary Teacher, September 1, 1997 (.5)
Annie Le, Elementary Teacher, September 1, 1997
Judith Lee, Secondary Teacher, May 1, 1998
Lisa Raymond, Elementary Teacher, September 1, 1997
R. Todd Stephens, Elementary Teacher, September 1, 1997

E. OTHER MATTERS REQUIRING BOARD ATTENTION

1) Timetable Changes

That the timetable change of **Lynn Lewis**, Secondary Teacher, approved at a previous meeting, be changed to .5 (February 4, 1998 to April 30, 1998) and .83 (May 1, 1998).

It was moved by J. Bishop: That the resignation of Brian Reed, Elementary Principal, for the purpose of retirement, effective June 30, 1998, be accepted with regret and the Board's gratuity be paid.

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3. Staffing Reports

(a) It was moved by J. Bishop: That the Full Time Equivalent Positions as of May 1, 1998 be received for information.

(b) It was moved by J. Rogers: That the Report on Supply Teacher Usage as of March 31, 1998 be received for information.

(c) It was moved by J. Bishop: That the Temporary Assistance Report - Substitute Cleaner/Casual Assistance Usage as of May 1, 1998 and Temporary Assistance Report - 1997 and 1998 Temporary Assistance Expenditures as of March 31, 1998 be received for information.

4. Report re Suspension Appeal Policy

It was moved by E. Johnstone: That the Board policy on the Suspension of Students be adopted as presented by the Director of Education, on an interim basis, with the question of policy format being referred to the Joint Advisory Committee for review and recommendation.

5. Student Suspension and Student Expulsion Hearings

It was moved by E. Johnstone: That, for student suspension, student expulsion and student re-admission hearings, the Board directs that the powers and duties of the Board under the Education Act, Section 23(2) to (5) be exercised and performed by a committee comprised of a minimum of three members of the Board to be designated as required.

6. Joint Advisory Committee - Terms of Reference

It was moved by J. Bishop: That the Terms of Reference of the Joint Advisory Committee be approved as presented by the Director of Education, with the initial meeting to be convened not later than the last week of May 1998.

TERMS OF REFERENCE - JOINT ADVISORY COMMITTEE

The Board recognizes that staff input is extremely valuable in the formulation of sound policy. The role of the Joint Advisory Committee is to consider, to review, to formulate or to initiate recommendations with respect to new or existing policies.

1. Committee Membership shall consist of:
 - (a) Maximum of four trustees;
 - (b) The Director of Education, or his delegate, who shall act as secretary;
 - (c) Maximum of five teachers employed by the Board who are members of O.S.S.T.F. and E.T.F.O.;
 - (d) Maximum five members of other employee unions combined;
 - (e) Two School Council Chairs;
 - (f) One Home and School Representative;
 - (g) Two Principals (one elementary and one secondary);
 - (h) The Student Trustee.
2. Members of the Committee other than trustees shall be appointed by their own membership groups.
3. Election to office shall be for a term of one year.
4. The Joint Advisory Committee shall normally meet at least once a month.
5. The Chairmanship of the Joint Advisory Committee shall be determined by the whole committee at its first meeting, with the Director or his delegate acting as secretary. The use of a recording secretary shall be at the discretion of the Director.
6. A quorum shall consist of one more than half the total membership appointed to the Joint Advisory Committee in any year.
7. Before a proposed policy is brought to the Board, it should be presented to the appropriate committee or organization within the system for input and commentary. Each new policy recommended shall be presented to the Board by the Chairman of the appropriate Board Committee. Similarly, any existing policy in which changes are recommended shall be presented to the Board in like manner.
8. Policy matters referred to the Joint Advisory Committee shall be subject to administrative review before being referred to the appropriate Board Committee.
9. Policy recommendations initiated by the Joint Advisory Committee shall be referred to the Administration for study and response before being brought forward to the Board by the Chairman of the appropriate Board Committee.
10. All Board members and Supervisory Officers should receive copies of J.A.C. minutes regularly, in order to maintain awareness of policy development.
11. Meetings shall adjourn at 10:00 p.m. unless extended by a majority vote.

7. Report re Annual Review of Special Education Plan

It was moved by J. Bishop: That the Report re Annual Review of Special Education Plan dated April 28, 1998 be accepted for submission to the Ministry of Education and Training.

8. Policy - Student Trustee

It was moved by J. Bishop: That the Policy on Student Trustee be referred back to the officials taking into consideration the trustees' concerns and suggestions.

9. Agenda Reports (former City Board)

It was moved by J. Bishop: That updates or reports to the Board be continued for the following agenda reports (former City Board):

1. Staff/Volunteer Coaches Appreciation Event
2. Performance Appraisal System
3. Occupational Health and Safety
4. Adult and Continuing Education Annual Report/Non-Profit Corporation
5. Progress Report on the Revision of Special Education Programs
6. Freedom of Information Activities
7. Environmental Policy
8. Public Relations

10. School Trips

It was moved by E. Johnstone: That the following trip requests be approved:

- a) Grades 4 to 6, Strathcona School, Literary studies - Stratford, On. on May 15, 1998;
- b) Grade 8, Viscount Montgomery School, Outdoor Education - Kilcoo Camp in Minden, On. from May 19 to 22, 1998, inclusive;
- c) Grades 9 to OAC, Barton School, Map and Navigation studies - High Park in Toronto, On. on May 13, 1998;
- d) Grades 11 to 12, Sir Allan MacNab School, Canadian Dental Association's Spring Convention, Toronto Convention Centre from May 7 to 8, 1998, inclusive;
- e) Grades 11 to OAC, Westdale School, Provincial Finals - School Reach at University of Toronto in Toronto, On. from May 16 to 18, 1998, inclusive.

11. Board Representative to the Information Session on Kindergarten Program - June 3, 1998 at the Peel Board District School Board

It was moved by E. Johnstone: That J. Bishop be the Board representative to the Ministry of Education and Training's Information Session on the Kindergarten Program scheduled for June 3, 1998 at the Peel Board District School Board.

12. Wentworth County Council of Home and School Associations re: School Year Calendars

It was moved by J. Rogers: That the correspondence from the Wentworth County Council of Home and School Associations re: School Year Calendars be received for information.

#99

REPORT OF THE BUSINESS COMMITTEE

MAY 14, 1998

THIRD REPORT

Those present: Lillian Orban (Chair), Heather Bullock, Wes Hicks, Laura Peddle, Reg Woodworth and Ray Mulholland.

Also present: Judith Bishop, Janice Dewar, Eleanor Johnstone and Bruce Wallace.

In attendance: Don Grant (Superintendent of Business and Treasurer), Marguerite Botting (Superintendent of Instructional Services), Ken Bain (Superintendent of Education - County West), Krys Croxall (Superintendent of Education - County East), Pat Gillie (Superintendent of Education - Mountain East), Wayne Joudrie (Superintendent of Education - City East), Merv Matier (Superintendent of Transitional Services), Murray Quinn (Superintendent of Education - City West), Stew Thompson (Superintendent of Education - Mountain West) and Lucy Veerman (Acting Senior Financial Officer).

Recommended Action:

It was moved by _____, seconded by _____: That the Report of the Business Committee dated May 14, 1998 be adopted as distributed.

1. 1997 Financial Statements and Auditors' Reports

It was moved by W. Hicks: That the 1997 Surplus/Deficit for the Combined Boards of Education, Reserve Balances at January 1, 1998, Combined Boards, and the Audited Financial Statements for the Year Ended December 31, 1997 for The Board of Education for the City of Hamilton and The Wentworth County Board of Education be received for information.

2. 1997 Foundation Report

It was moved by R. Woodworth: That the audited financial statements for the year ended December 31, 1997 for The Board of Education for the City of Hamilton Foundation be received for information.

3. County Schools Awards

It was moved by H. Bullock: That the County Schools Awards - Monitored by the Finance Department for presentation in 1998 be received and filed.

4. Mountain View Closure - Asbestos Contamination

It was moved by W. Hicks: That the report re Mountain View Closure - Asbestos Contamination be received and filed.

5. (a) Joint Occupational Health and Safety Committee Recommendation - Ancaster High

It was moved by H. Bullock: That the Joint Occupational Health and Safety Committee recommendation dated March 25, 1998 regarding Ancaster High be forwarded to the Board Solicitor for review and advice.

(b) Ministry of Labour Orders, Ancaster High

It was moved by W. Hicks: That the Ministry of Labour Orders, Ancaster High be received for information.

6. Assessment and Remediation of Mould in School Buildings

It was moved by H. Bullock: That the proposed Work Plan for the Assessment and Remediation of Mould in School Buildings be approved for implementation and communicated to the Hamilton Wentworth Public Health Department.

7. Update - Mount Albion Mould Situation

It was moved by R. Woodworth: That the report re Mount Albion Mould Situation be received and filed.

8. Guy Brown Accommodation September 1998

It was moved by R. Woodworth: That Option #4 "Add a Portable at Guy Brown and Cap Enrollment at 500" be approved for September 1998.

9. Education Development Charges

It was moved by R. Woodworth: That the Education Development Charges Report dated April 30, 1998 be received and filed.

10. "Face-Lift" Project

It was moved by W. Hicks: That the recommendations of the "Face-Lift" Committee, including a fifth priority regarding Outside Building, be approved for implementation as the opportunity arises and/or funding is available.

11. School Budget Surplus/Deficit Carry Forward

It was moved by R. Woodworth: That all principals in the Hamilton-Wentworth District School Board have the surplus/deficit carry forward provision applied to their school's budget, subject to compliance with Ministry directives.

12. School Trips

It was moved by W. Hicks: That the following trip requests be approved:

- a) Grade 6 - Cardinal Heights School, Outdoor Education - Cave Springs in Beamsville, On. from June 8 to 9, 1998, inclusive;
 - b) Grades 7 to 8, Cardinal Heights School, Outdoor Education - Camp Wenonah in Bracebridge, On. from June 10 to 12, 1998, inclusive;
 - c) Grade 8, Cardinal Heights School, Historical studies - Quebec City, Que. from June 9 to 12, 1998, inclusive;
 - d) Grades 4 to 5, Central School, Literary studies - Stratford, On. May 25 or June 11, 1998;
 - e) Junior Kindergarten to Grade 5, Fairfield School, Year-end Outdoor Activity - Christie Conservation Area in Dundas, On. on June 12, 1998;
 - f) Grades 4 to 5, Glen Echo School, Science Studies - Toronto Zoo in Toronto, On. on June 22, 1998;
 - g) Grades 1 to 6, Hess Street School, Outdoor Education - Camp Wanakita in Haliburton, On. from June 8 to 10, 1998, inclusive;
 - h) Grade 5, Thornbrae School, Outdoor Education - Canterbury Hills in Ancaster, On. from May 27 to 28, 1998, inclusive;
 - i) Special Education class, Viscount Montgomery School, Outdoor Education - Word of Life Camp in Owen Sound, On. on June 10 to 12, 1998, inclusive;
 - j) Grades 6 to 8, W. H. Ballard School, Outdoor Education - Camp Mini-Yo-We in Muskoka, On. from June 8 to 10, 1998, inclusive;
 - k) Grades 10 to OAC, Delta School, Outdoor Education - Bass Lake Park in Hardwood Hills, On. from May 29 to 31, 1998, inclusive;
 - l) Grades 10 to OAC, Glendale School, Science Studies - Toronto Zoo in Toronto, On. on June 2, 1998;
 - m) Grade 12, Saltfleet School, Outdoor Education - Bolton Camp and Conference Centre in Bolton, On. from June 3 to 4, 1998, inclusive;
 - n) Grades 12 to OAC, Saltfleet School, Outdoor Education - Medeba Adventure Learning Centre in Algonquin Park, Haliburton, On. from June 8 to 10, 1998, inclusive;
 - o) Grade 11, Sir Winston Churchill School, Geology studies - Bruce Provincial Park, On. from June 5 to 6, 1998, inclusive;
 - p) Grade 11, Westdale School, English studies - Shaw Festival in Niagara-on-the-Lake, On. on May 27, 1998;
 - q) Grades 9 to OAC, Westdale School, English studies - Shaw Festival in Niagara-on-the-Lake, On. on May 28, 1998.
- Trips to Canada's Wonderland, Toronto, On.
- r) Grade 8, Burkholder School, Graduation celebration trip on June 16, 1998 [June 17 - raindate];
 - s) Grade 8, Hampton Heights, Music Performance on June 15, 1998;
 - t) Grades 6 to 8, Lawfield School, Graduation Celebration - Canada Wonderland in Toronto, On. on June 12, 1998;
 - u) Grades 9 to OAC, Delta School, Participation in Music Adjudication on June 5, 1998;
 - v) Graduates to OAC, Hill Park School, Graduation celebration from May 22 to 23, 1998, inclusive;
 - w) Grades 9 to OAC, Parkview School, Graduation celebration on June 3, 1998 [June 5 - raindate];
 - x) Graduates/Post-Graduates, Sir John A. Macdonald School, Graduation celebration from May 22 to 23, 1998, inclusive.
 - y) Grade 12 Graduates, Westmount School, Graduation celebration from May 22 to 23, 1998, inclusive.

13. Letter from T. Pettit Circulated on the Mountain

It was moved by H. Bullock: That a meeting with area Members of Provincial Parliament (MPP) be scheduled and that all trustees be invited to attend.

14. W.H. Ballard Elementary School re renovation fund

It was moved by W. Hicks: That the correspondence from W. H. Ballard Elementary School re renovation fund be referred to administration.

15. City of Hamilton re Bus Service to Lisgar School

It was moved by L. Peddle: That the letter from the City of Hamilton re Bus Service to Lisgar School be referred to administration for a full report back to the June meeting of the Business Committee and that, in the meantime, school bus service continue to be provided to Lisgar school.

16. Power Failure at Dr. J. Seaton Elementary School

It was moved by L. Peddle: That the correspondence from Dr. J. Seaton Elementary School re Power Failure be received and filed.

17. Thames Valley District School Board re letter to MOET re unfunded debentures

It was moved by R. Woodworth: That the correspondence from the Ministry of Education and Training re unfunded debentures be received and filed.

18. Refund of Excess Tuition Fees to Visa Students

It was moved by H. Bullock: That the Board authorized the payment of those fees in excess of Ministry Regulations; that these payments be made on written request only; that the procedures to be followed in issuing the refunds be reviewed by the Board's legal counsel.

19. Transition Support Department

It was moved by H. Bullock: That a Transition Support Department is established to develop and implement employee support strategies as priorities are identified.

9a-2

20. Legal Opinion re License Between Saltfleet District High School and Stoney Creek and District Rugby Association

It was moved by W. Hicks: That the Legal Opinion re License Between Saltfleet District High School and Stoney Creek and District Rugby Association be received for information.

9a-3

The following motion was considered at the May 14, 1998 Business Committee meeting and was LOST:

Defeated Motion

It was moved by L. Peddle: That the agenda item regarding Joint Occupational Health and Safety Committee Recommendation - Ancaster High be reconsidered.

#11

REPORT OF THE SPECIAL EDUCATION ADVISORY COMMITTEE

APRIL 28, 1998

Recommended Action:

Moved by _____, seconded by _____: That the Report of the Special Education Advisory Committee dated April 28, 1998 be adopted as follows:

1. Annual Review of Special Education Plan

It was moved by B. Shields: That the Annual Review of Special Education Plan dated April 28, 1998 be approved for submission to the Ministry of Education and Training.

Ministry of Education
and Training

Mowat Block
Queen's Park
Toronto ON M7A 1L2

Ministère de l'Éducation
et de la Formation

Édifice Mowat
Queen's Park
Toronto ON M7A 1L2



MEMORANDUM TO: Directors of Education
Supervisory Officers

FROM: Marc P. Godbout
Assistant Deputy Minister

DATE: March 6, 1998

SUBJECT: Annual Review of Special Education Plans

In accordance with Regulation 306, each school board and school authority is required to maintain its special education plan, to review it annually, to amend it from time to time to meet the current needs of its exceptional pupils, and to submit any amendment(s) to the Minister for review, on or before the 15th day of May in each year. This memo contains the 1998 instructions for the school board reviews of their special education plans. Note that Section A contains instructions to merged District School Boards regarding the review of their special education plans; and Section B contains instructions to District School Boards (not amalgamated) and School Authorities regarding the review of their special education plans. A list of items to be included in a new/revised special education plan for all school boards (except s.68 hospital boards) is attached as an appendix.

Boards and school authorities last submitted complete special education plans to the ministry in 1987. Since then, numerous changes to education legislation and regulations, in addition to education reforms and ministry policies and directives, have had an impact on the provision of special education programs and services. The ministry anticipates that the annual review of special education plans will be so extensive, that merged boards/school authorities will need to undergo a process of developing a new, comprehensive special education plan in order to meet the needs of their exceptional pupils consistently across their districts.

Therefore, the ministry is requesting that for the 1998 review of special education plans, that school boards NOT send in amendments, but that instead, all school boards (except s.68 hospital boards) follow these instructions:

1. All District School Boards/School Authorities respond to the questions listed in Part 1 of either section A or B of this memo by **May 15, 1998** which address the process by which a new special education plan will be developed; and

2. All District School Boards/School Authorities submit a complete special education plan to the ministry for approval no later than **May 15, 1999** along with their responses to the questions listed in Part 2 of either Section A or B of this memo. The complete special education plan should cover those elements listed in Appendix 1.

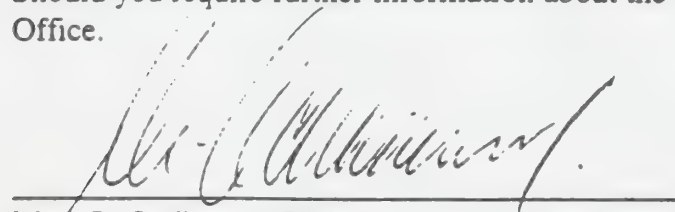
Any board able to submit a complete plan prior to the May 15, 1999 timeline, is encouraged to do so. By May 15, 1998, District School Boards/School Authorities should negotiate with the District Office the specific due date for submitting their special education plan. No board/school authority's plan should be due later than the May 15, 1999 time line.

Please note that until a new special education plan is in place and approved by the ministry, amalgamated District School Boards/School Authorities are to offer *at least* the same level of special education programs and services as previously offered in the jurisdictions of the "old boards." For the short term, the board may continue to offer within its combined jurisdiction the special education programs and services previously offered by its "old boards."

New regulation 464/97 requires that boards/school authorities ensure that their SEACs are provided with the opportunity to participate in their special education plan annual review. In keeping with this regulatory requirement, boards/school authorities will be expected to include their SEACs in the review process whether a new plan is developed or whether an existing one is modified. The plans should be able to show how the resources allocated for special education are used effectively to meet the needs of all the exceptional pupils of the board. These requirements are indicative of the importance placed on the continued provision of special education programs and services which meet the needs of exceptional pupils.

Attached is a document for guiding boards/school authorities in preparing their special education plans. It contains specific questions about the process used to develop, amend and communicate the range of special education programs and services to be made available through the District School Boards/School Authorities until and once the new plan is in place.

Should you require further information about the 1998 requirements, please contact your District Office.



Marc P. Godbout, ADM
Elementary/Secondary Operations and
French-Language Education Division

Enclosure
c.c. Ministry of Education and Training District Managers

1998 Requirements
for
School Board Review
of
Special Education Plans
1998

Requirements for the 1998 Annual Review

This year, the ministry recognizes that many changes to education legislation and regulations, as well as education reforms and ministry policies and directives have had a cumulative impact upon special education. With the amalgamation of many of Ontario's school boards, the ministry anticipates that the annual review of school board special education plans will be so extensive, that amalgamated boards/school authorities will need to undergo a process of developing a comprehensive special education plan in order to meet the needs of their exceptional pupils consistently across their districts.

Therefore, the 1998 requirements reflect the need for all school boards/school authorities (except s.68 hospital boards) to develop current special education plans. There is an emphasis on school boards/school authorities obtaining advice from their Special Education Advisory Committees (SEAC) in developing these plans, and on ensuring adequate communication to superintendents, principals, teachers, and parents about the special education programs and services available now and in the future. Any special education plan should be able to demonstrate that the resources allocated for special education are used effectively to meet the needs of the exceptional pupils of the board within each of the ministry's categories of exceptionality. These requirements are consistent with the value placed upon the continued provision of special education programs and services for exceptional pupils. Because of the need for collaboration between school boards/school authorities and their communities, more time than usual has been allotted for the development of the plans.

This package contains the 1998 instructions for school boards/school authorities' reviews of their special education plans. Section A contains instructions to amalgamated District School Boards/school authorities regarding the review of their special education plans; and Section B contains instructions to District School Boards (not amalgamated) and School Authorities regarding the review of their special education plans. A list of items to be included in a new/revised special education plans for all school boards/school authorities (except s.68 hospital boards) is attached as an Appendix.

Each section has two sets of questions. In lieu of submitting amendments this year, district school boards/school authorities are asked to respond to their respective Part 1 questions only. These responses are to be submitted by May 15, 1998. Responses to the remaining questions in Part 2 should be submitted with the board's special education plan by May 15, 1999. Please contact your ministry District Office to negotiate a specific date for submission of the special education plan and Part 2 questions.

To assist in long-range planning, Appendix 1 provides a list of topics which should be included in the special education plan of each District School Boards/School Authority. Ministry staff will make use of the Appendix 1 list when reviewing new plans. Boards/school authorities' suggestions for more detailed criteria for reviewing plans will be welcome and should be directed to the District Office.

Summary of Requirements

- | | |
|------------------------|--|
| May 15, 1998 | Boards/school authorities submit answers to questions in Part 1 of Section A or Section B, whichever is applicable. |
| By May 15, 1999 | Boards/school authorities submit answers to questions in Part 2 of Section A or Section B, whichever is applicable; |

AND

All boards/school authorities submit a **new special education plan** to the ministry for approval.

Section A - Newly-Amalgamated District School Boards

The District School Board's annual review process for 1998 will:

- ◆ include full and timely consultation with the Special Education Advisory Committee (SEAC);
- ◆ address any concerns identified by the ministry in response to the 1997 biennial reports of the "old boards" ;
- ◆ ensure that an outline of the process for developing the plan is submitted by May 15, 1998 which answers the specific questions listed in Part 1 below;
- ◆ ensure that the special education plan to be submitted in 1999 will address the topics listed in Appendix 1; and
- ◆ ensure that a copy of the current comprehensive special education plan, which incorporates all amendments to date, remains available for public reference at the board's administrative offices.

Part 1 - (to be submitted by May 15, 1998)

- 1 a) How was the new SEAC appointed?
- b) Please provide a list of the SEAC members. Include names, positions (e.g. Chair, alternate) and affiliation (e.g. Trustee, Association for Bright Children).

- 2 a) What process will be used for determining the range of special education programs and services which will be offered by the new District School Board?
- b) Please provide a list of who will be consulted, and time line (e.g. the new SEAC, Faculty of Education, etc.)

- 3 a) When is the new special education plan scheduled to come into effect?
- b) When will the new special education plan be available in the board office for public viewing?

- c) When will the complete special education plan be submitted to the District Office, (date must be on or before May 15, 1999)?
- 4 a) What has been done to inform superintendents, principals, teachers, and parents of the special education programs and services that will be available until the new plan is in place?
- b) Please provide copies of any communications used in addressing question 4 a).

Part 2 - (to be submitted with new special education plan by May 15, 1999)

- 5 a) How was the new SEAC involved in the process of determining the range of special education programs and services which will be offered?
 - b) Did the SEACs of the "old boards" play a role? If so, what was it?
 - c) Please provide a copy of any survey forms and criteria used in determining which special education programs and services to offer, and any other considerations made in arriving at the plan for special education.
 - 6 a) Is the SEAC supportive of the range of special education programs and services which will be made available across the District?
 - b) If not wholly supportive, what recommendations did the SEAC make to the board?
- N.B. The SEAC Chairperson and Vice Chairperson must prepare the response to questions 6 a) and 6 b), sign it, and submit it for inclusion with the Board's response.
- c) What was the District School Board's response to any recommendations cited in 6 b)?
 - 7. What will be done to ensure parents are informed pro-actively of the following:
 - a) the range of placements the board offers to meet the needs of exceptional pupils;
 - b) the board's obligation to identify children's needs early;
 - c) supports available to help meet children's needs; and

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- d) entitlement to an Identification, Placement and Review Committee (IPRC) process and appeal?

Remember!

Please forward the board's responses to the Part 1 questions to the ministry District Office by **May 15, 1998.**

Please forward the following to the ministry District Office **no later than May 15, 1999:**

- ☐ the board's responses to the Part 2 questions;
- ☐ the response signed and prepared by the SEAC to questions 6 a) and 6 b) concerning their recommendations to the District School Board with respect to the results of the annual review and the current special education plan;
- ☐ a copy of the resolution(s) of approval by the District School Board of the annual review and the 1998 special education plan; and
- ☐ a copy of the complete, current special education plan that addresses the topics listed in Appendix 1.

Part 1 Questions - Due Date: May 15, 1998
Part 2 Questions and new Special Education Plan Due by May 15, 1999

Thank you!

Appendix 1 - Topics to be Addressed in the Special Education Plan

- ☐ **Annual Review Process**
- ☐ **Special Education Advisory Committee (SEAC)**
 - Roles and responsibilities
 - Meeting times, places, format and open to public
 - Nominations process
 - Members' contact information
- Means of participation (face-to-face; electronic; for members; for others)
- ☐ **Early Identification/Prevention procedures (per P/PM #11)**
- ☐ **Informal approaches to solving problems prior to IPRCs**
- ☐ **IPRC process (per Regulation 305)**
 - informing parents
 - parental involvement
 - gathering information
 - identification
 - statement of needs
 - recommending placement
 - annual review
 - requests for interim reviews
 - meeting with parents prior to rendering decision to board
 - communicating decision to board
 - parent guide
 - process (see *Special Education Monograph No. 2*)
- ☐ **Appeal process (per Regulation 305)**
 - mediation options
 - process (see *Special Education Monograph No. 1*)
- ☐ **Educational and other assessments**
 - Parental consent
 - Consent for sharing information and protection of privacy (per legislation)
 - Communication of Diagnosis (per Ministry of Health legislation)
- ☐ **Categories of Exceptionality and Definitions**
 - ministry categories of exceptionality and definitions
 - district school board criteria and expansions on ministry categories of exceptionality and definitions

- ☐ **Special Education Programs and Services**
 - philosophy of programs and services
 - overview
 - programs and services available regardless of category of exceptionality
 - the Individual Education Plan (IEP)
 - criteria for modifying curriculum
 - range of curriculum modifications offered
 - range of other accommodations offered

- ☐ **Special Education Programs and Services Specific to an Exceptionality**
 - range of placements available throughout the district
 - board criteria for placement
 - multiple exceptionalities
 - "Section 27" programs
 - Provincial and Demonstration Schools
 - criteria for applying for placement
 - Alternative Education Funding
 - criteria for funding requests

- ☐ **Support Personnel**
 - range of support personnel deployed
 - criteria for assigning educational assistants
 - qualifications of personnel employed

- ☐ **Staff Development Plan**
 - ongoing review of professional development needs of all staff
 - calendar of professional development

- ☐ **School Health Support Services (per P/PM #81)**

- ☐ **School Support**
 - Violence-Free Schools Policy
 - Crisis Team
 - S.A.L.E.P.
 - Peer Supports (e.g. Circles of Friends, Peer Helpers, Mentors)
 - Volunteers

- ☐ **Accountability Structure**
 - Principals, Superintendents, District School Board
 - Teachers, Resource Teachers/Itinerant Teachers, other paid staff
 - Parents
 - Students
 - Volunteers

- ☐ **Communication**
 - pro-active communication about special education programs and services available
 - Parent Guide

- ☐ **Involvement of other Ministries/Agencies**
 - Community Care Access Centres (CCACs)
 - use of professionals supervised by other ministries/agencies in schools
 - legislation governing such personnel and their services
 - roles, reporting structure and accountability of such professionals
 - Section 27 classes
 - ministry criteria for admittance (MCSS, MOH and MSGCS)

- ☐ **Revenues and allocation of Special Education resources**
 - teachers with special education qualifications
 - support personnel
 - equipment
 - capital/retrofits (current- and long-term plan)

- ☐ **Provision of Transportation**
 - Provincial and Demonstration Schools
 - When an exceptional pupil is placed in a designated school (i.e. not the neighbourhood school)
 - criteria for providing transportation to the neighbourhood school

- ☐ **Links to Government Initiatives**
 - Making Services Work for People (MCSS area offices)
 - Healthy Babies, Healthy Children initiative (MCSS area offices)
 - Preschool Speech and Language initiative (MOH District Health Councils)

- ☐ **Links to local community initiatives**
 - Collaboration/involvement with other local initiatives
 - Collaboration/involvement with other agencies/associations

Appendix 2 - Accountability Procedures

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Activity	Responsibility	1998	1999	2000
Develop process for developing a new Special Education Plan in consultation with SEAC	District School Board	March		
Present to SEAC for recommendation	District School Board	April 15		
Present to board for approval	District School Board	April 30		
Submit Answers to Part 1 Questions to the District Offices	District School Board/School Authorities	May 15		
Respond to boards/school authorities	District Offices	September		
Amend responses as required by District Office	District School Board/School Authorities	October		
Develop a complete special education plan	District School Board/School Authorities	Ongoing		
Present to SEAC for recommendations	District School Board/School Authorities		well in advance of submission to ministry for full and timely discussion	
Present to board for approval	District School Board/School Authorities		at least two weeks in advance of submission to ministry	

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Activity	Responsibility	1998	1999	2000
Submit new Special Education Plan to the Minister with answers to Part 2 Questions	District School Board/School Authorities		~ As negotiated ~ No Later Than May 15, 1999	
Review Special Education Plan and Part 2 Questions	District Offices		to be determined	
Meet District School Board/School Authorities re: amendments to plan, if required	District Offices		to be determined	
Submit final response to board's special education plan	District School Board/School Authorities		to be determined	
Submit Summary District Report and Recommendations to Operations Unit	District Offices		December	
Prepare Reports on the status of special education service delivery including recommendations about any amendments still required	Operations and Field Services Branch / Policy Branch	April 1, 1998 for 1997 reports	April 1, 1999 Interim report on status of plan submissions	April 1, 2000 for 1999 reports
Minister's directions concerning amendments, if required, to District School Board/School Authorities	Minister	by April 30, 1998 for 1997 reports		by April 30, 2000 for 1999 reports

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

P.O. Box 2558
100 Main Street West
Hamilton, Ontario L8N 3L1
Telephone (905) 527-5092
Fax (905) 521-2539

Satellite Office:
357 Wilson Street East
Ancaster, Ontario L9G 4B7
Telephone (905) 523-8621
Fax (905) 648-5583

This "Annual Review" was presented to S.E.A.C. on April 28, 1998 and will be reviewed by the Education Committee and the Board.

ANNUAL REVIEW OF SPECIAL EDUCATION PLAN April 28, 1998

1a) **How was the new S.E.A.C. appointed?**

Associations with existing representation on the two former S.E.A.C.s were invited to submit names of a "representative" and an "alternate" to sit on the newly amalgamated S.E.A.C. These names were submitted to the newly formed District School Board for approval and appointment. In addition, the board also appointed four additional members in accordance with Section 206 of the Education Act.

b) **Please provide a list of the S.E.A.C. members. Include names, positions and affiliations.**

The list of S.E.A.C. members, including names, positions and affiliations, is outlined in Appendix I.

2a) **What process will be used for determining the range of special education programs and services which will be offered by the new District School Board?**

A Special Education and Related Support Services Transition Committee has been established to:

- . Review the existing LEIC recommendations regarding the range of special education programs and services,
- . Prepare recommendations for submission to the board in accordance with the policy determination process,
- . Develop policy statements, where appropriate, for board approval.

NOTE: See Appendix II for a more detailed description of the process.

b) **Please provide a list of who will be consulted, and time line.**

The following groups comprise the Transition committee:

- | | |
|--|--------------------------------|
| . Communication/Speech and Language Services | . Social Work Services |
| . Consultant/Coordinator/Project Team Leader | . Teachers |
| . Educational Assistants | . Trustees |
| . Parent/School Council/Home and School | . Students |
| . Psychological Services | . Clerical |
| . School Administrators | . Supervisor Officers |
| . S.E.A.C. | . Community members in a forum |

The timeline for the consultation process is from January - June, 1998.

3a) **When is the new Special Education Plan scheduled to come into effect?**

It is anticipated that the new Special Education Plan will come into effect in stages throughout the 1998-99 school year, as specific components of the plan are finalized and approved by the Board.

b) **When will the new Special Education Plan be available in the board office for public viewing?**

It is anticipated that the new Special Education Plan will be available in the board office for public viewing by May 15, 1999.

c) **When will the complete Special Education Plan be submitted to the District Office?**

The complete Special Education Plan will be submitted to the District Office on or before May 15, 1999.

4 a) **What has been done to inform superintendents, principals, teachers, and parents of the special education programs and services that will be available until the new plan is in place?**

The city and county are providing existing programs and services until the new Special Education Plan is implemented. This information has been provided in a variety of ways, including the Special Education and Related Student Support Services Transition Committee, S.E.A.C. meetings, School Councils, school meetings, I.P.R.C.s, annual reviews and inservice sessions for school personnel, annual Parent Conference, school newsletters, employee newsletter, public relations' releases to the media, public access to Board and committee minutes.

b) **Please provide copies of any communications used in addressing question 4 a).**

For copies of Communications used in addressing 4 a), please refer to Appendix II, III and IV.

SPECIAL EDUCATION ADVISORY COMMITTEE 1998 MEMBERSHIP

Chair of SEAC

Shepard, Beverly

Elected Officials of the Board

Trustees Bishop, Judith
Dewar, Janice
Peddle, Laura

MEMBERS OF LOCAL ASSOCIATIONS/ORGANIZATIONS**Association for Bright Children**

Shepard, Beverly

H: 648-2853

Kappheim, Arlene [Alternate]

H: 385-3839

**CHOICES - Supporting People
with Developmental Disabilities**

Bushey, Hal

H: 689-7240

**Hamilton and District Easter
Seals Parent Delegate Group**

Kerr Jaskiewicz, Vicky

B: 648-0222 [Mon-Wed.]

H: 383-4188

**Autism Society Ontario
Hamilton-Wentworth Chapter**

Wylson-Sher, Vicky

H: 648-4266

Simms-Obidi, Teresa [Alternate]

H: 545-9643

**Down Syndrome Association of
Hamilton**

Pupols, Beverley

H: 574-2716

Innes, Lisa [Alternate]

H: 527-8455

**Learning Disabilities Association
of Hamilton-Wentworth**

Bucsis, David

B: 546-3866

Parker, Tom [Alternate]

H: 627-4806

**Canadian National Institute for
the Blind (CNIB)**

Peters, Robert

H/B: 560-6051

**Hamilton Association for
Community Living**

Shields, Bryan

B: 528-0281 H: 385-1485

**Ontario Assoc. for Families of
Children w/ Communication Disorders**

Must, Thomas

H: 529-7845

Lazar, Donna [Alternate]

H: 389-8012

**Children and Adults w/ Attention
Deficit Disorders [ChADD]**

Vidic, Carmela

H: 573-9305

**Hamilton & Wentworth Councils
of Home and School Associations**

Anderson, Sue

H: 387-4182

Jackson, Kathi [Alternate]

H: 304-7878

**VOICE - for hearing impaired
children**

Stupple, Dave

H: 659-7547

ADDITIONAL MEMBERS OF SEAC**Hamilton District Society for
Disabled Children**

Dalziel, Nalda

B: 521-2100 Ext. 7416

H: 522-5413

**Hamilton-Wentworth Community
Care Access Centre**

Bramberger, Sue

B: 523-8600 Ext 360

Flatt, Catharine [Alternate]

H: 628-2030

**Ontario Psychological
Association**

Archer, Lynda Dr.

B: 525-4192

Matson, Mark [Alternate]

B: 648-4422

H: 389-6747

**The Children's Aid Society of
Hamilton-Wentworth**

Vlahovich, Charlotte

B: 522-1121 Ext 241 H: 577-0222

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SPECIAL EDUCATION ADVISORY COMMITTEE
1998 MEMBERSHIP

BOARD OFFICIALS/REPRESENTATIVES

Botting, Marguerite
Superintendent of Instructional
Services

Tomlinson, Janice Dr.
Project Team Leader -
Special Education

**Hamilton Teachers' Federation
(HTF)**
Schwenger, Leah
c/o Earl Kitchener School

**Wentworth Women Teachers'
Association**
Butterworth, Norma
c/o University Gardens Building

Minute Room, Director's Office
527-5092 [Ext. 2273/2274]
Fax - 521-2539

Harper, Nancy
Special Education
Co-ordinator/Consultant

**Hamilton Principals' Association
(HPA)**
Hipkiss, Eric
c/o Sanford Ave. School

**Wentworth Principals'
Association**
Moncur, Gary
c/o Parkwood School

**Hamilton Secondary School
Principals' Council (HSSPC)**
Dube, Suzanne
c/o Westmount School

Apr. 20/98

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Welcome

to the

Special

Education

&

Related

Support

Services

Information & Organizational Meeting

March 26, 1998

4:30 to 6:00 p.m.

Thank you for your participation

**Information and Organizational Meeting
for Transition Committee and Work Groups for
Special Education & Related Support Services**

Thursday, March 26, 1998
4:30 – 6:00 p.m.
Crestwood School Gym

Chair: Dr. Elizabeth Bond
Superintendent of Program

AGENDA

- I** Welcome & Introductions
- II** Purpose of the Meeting
- III** Role of Special Education & Related Support Services Transition Committee & Work Groups in the Policy Determination Process.
- IV** Guiding Principles in this Process (WHAT)
- V** Operationalizing the Guiding Principles (HOW)
- VI** Pre-Break Assignment
 - Task 1 – Representation on Transition Committee
 - Task 2 – Selection of Work Group by participants
- VII** Break
- VIII** Work Groups
 - Selection of chair
 - Determination of Multidisciplinary Group
 - Establish 1st meeting date, time, location

Special Education & Related Support Services

CONTENTS OF PACKAGE

1. Agenda
2. List of Participants
3. Policy Determination Process
4. Guiding Principles
5. Operationalizing The Guiding Principles
6. Work Groups
7. Organizer for Work Groups
8. Transition Committee Composition & First Meeting
9. LEIC Recommendations

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Transition Committees
Special Education & Related Support Services
Chair: Dr. Elizabeth Bond

Name	Position
Adams, Catharine	President, CUPE (local 4153 - Dundas)
Adler, Carol	Teacher Modified & Enhanced Program - Highland Sec.
Anderson, Brian	Consultant - Gifted
Baker, Joanne	Consultant - Special Education
Baker, Sue	Teacher - Eastmount Park
Bishop, Judith	Trustee
Borsellino, Maxine	Parent
Bowler, Sharon	Teacher - Developmental Highview
Brink, Kathy	Principal, Linden Park
Brown, Lisa	Teacher - Holbrook - SLD
Bushey, Hal	SEAC - Rep from SEAC - "CHOICES"
Butterworth, Norma	Teacher - Itinerant - Hearing Impaired
Buttle, Chuck	Principal - Lake Ave. School
Campanella, Carol	Consultant - Special Education
Campbell, Marg	Coordinator - Sp. Ed. Went (Section 27)
Cannon, Colleen	Parent - Roxborough Park
Carbone, Maria	Teacher - Cardinal Heights
Charles, Kelly	Teacher / Consultant - Billy Green
Chisholm, Marion	EA - Sp/Lang & Hring Imp.
Collins, Eileen	Principal - Westview
Costa-Popovich, Suzanna	Teacher - Lisgar
Cunningham, Leslie	Consultant - Social/Interpersonal Skills
Currie, Lee	Principal - Parkview
Darling, Jeni	Supervisor - Sp.&Lang - Went.
Davidge, Steve	Teacher - Prince of Wales
Dawson, Richard	Principal - Glenwood
Djuric, Bertha	Parent - Robert Land
Domenichetti-Watts, Madelyne	Parent School Council - Glen Brae / Glen Echo
Eisner, Maureen	Parent - Prince Philip
Ellis, Mary	Teacher - Bell Stone
Evans, Lorne	Consultant - Special Education
Flanagan, Therese	Teacher - Mountain View School
Forewell, Dina	E.A. - Queensdale
Goodridge, Cynthia	Teacher - Holbrook
Greenberg, Peter	Principal - Dundas Public
Gregerson, Heather	Social Worker - Rox Park
Gregory, Kathy	Parent - Seneca School
Hanarahan, Cheryl	Program (H.D. Secretary)
Harper, Nancy	Coordinator - Special Education
Hazel, Dave.	Teacher - Pleasant Valley
Heer, Kevin	Teacher - Rox Park
Herrell, Nancy	Speech Language Pathologist
Hibbins, Kathie	Proj. Team Ldrs - Soc/Interp
Hutchinson, Pat	Vice-Principal - Prince of Wales
Hutton, Dave	Principal - Mountain Secondary
Janssen-Sjostrom, Jeannette	Teacher - Delta Secondary
Jose, Karen	Parent - Queen Victoria

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Joudrie, Nancy	Teacher - Burkholder
Keddy, Brenda	EA - Special Ed. - Hillcrest
Kelland, Rob	Teacher - Mountain View
Kermin, Betty	Teacher - Grange School
LaCombe, Dave	Principal - Hillcrest
Lane, Wanda	Principal - Benetto
LaPierre, Lynne	Teacher - Dr. J. E. Davey
Law, Tessa	Teacher - Parkdale
Lawson, Chris	Parent - Gordon Price
Legere, Janice	Parent
Lupton, Brenda	Parent - Fernwood Park
Luxon, Anne	Principal - Lloyd George
Maida, Lorraine	Parent - Lincoln Alexander
Martin, Ruth Anne	Parent - Mountain View
Mazza, Alexandra	Teacher - Tweedsmuir
McDonald, Louise	Speech pathologist
McFarlane, Ruth Ann	Vice-Principal - Dalewood
McKnight, John	Consultant - Numeracy/Lit
MacNeil, Wilma	E.A. - Lake Ave.
McQuinn, Debbie	Speech Path - Crestwood
Meyer, Sylvia	Consultant - Special Education
Mohoruk, Brenda	Principal, Holbrook
Morreale, Bob	Consultant - Special Education
Morrow, Don	Principal - Huntington Park
Muldowney-Brooks, Trish	Social Worker - Queen Mary
Nanayakkara, Trish	Teacher - Chedoke School
Nanckievel, Mrs.	Parent - Yorkview School Council
Nathanson, Judy	Speech/lang.
O'Halloran, Sharon	Teacher - King George
Parr, Diane	Supervisor - Speech & Lang.
Patti-Buntain, Gail	V-P - Dundana
Peall-Ward, Judy	Consultant - Special Education
Pearson, Barbara	Teacher - Helen Detwiler
Peebles, Marie	Parent - Queen Victoria
Penrose, Susan	Parent
Peters, Robert	SEAC - CNIB - member
Peters, Sandra	Teacher / PA - Hillsdale
Petrie, Penelope	Teacher - Highview School
Pittaway, Jim	Consultant - Special Education
Powell, Malcolm	Supervisor - Social Work
Pupols, Bev	SEAC -Assoc. for Bright Children - member
Reddie, Erin-Blythe	Principal - Eastmount park
Ridley, Barb	V-P - Ancaster High
Rivers, Lorraine	Teacher -Assessment - Glen Echo
Rundle, Debbie	Teacher - Rox. Park
Santha, Debbie	Parent - Bill Green School
Santor, Karen	Teacher - Glenwood School
Schwenger, Leah	Teacher - Earl Kitchener
Shepard, Bev	SEAC chair Down Syndrome
Short, Sharon	Teacher - Seneca
Sirrs, Angela	Parent - Dundas District
Smith, Linda	Parent - Glen Brae
Spriggs, Ursula	Teacher - Bagshaw School
Teichmann, Barbara	Parent - Robert Land

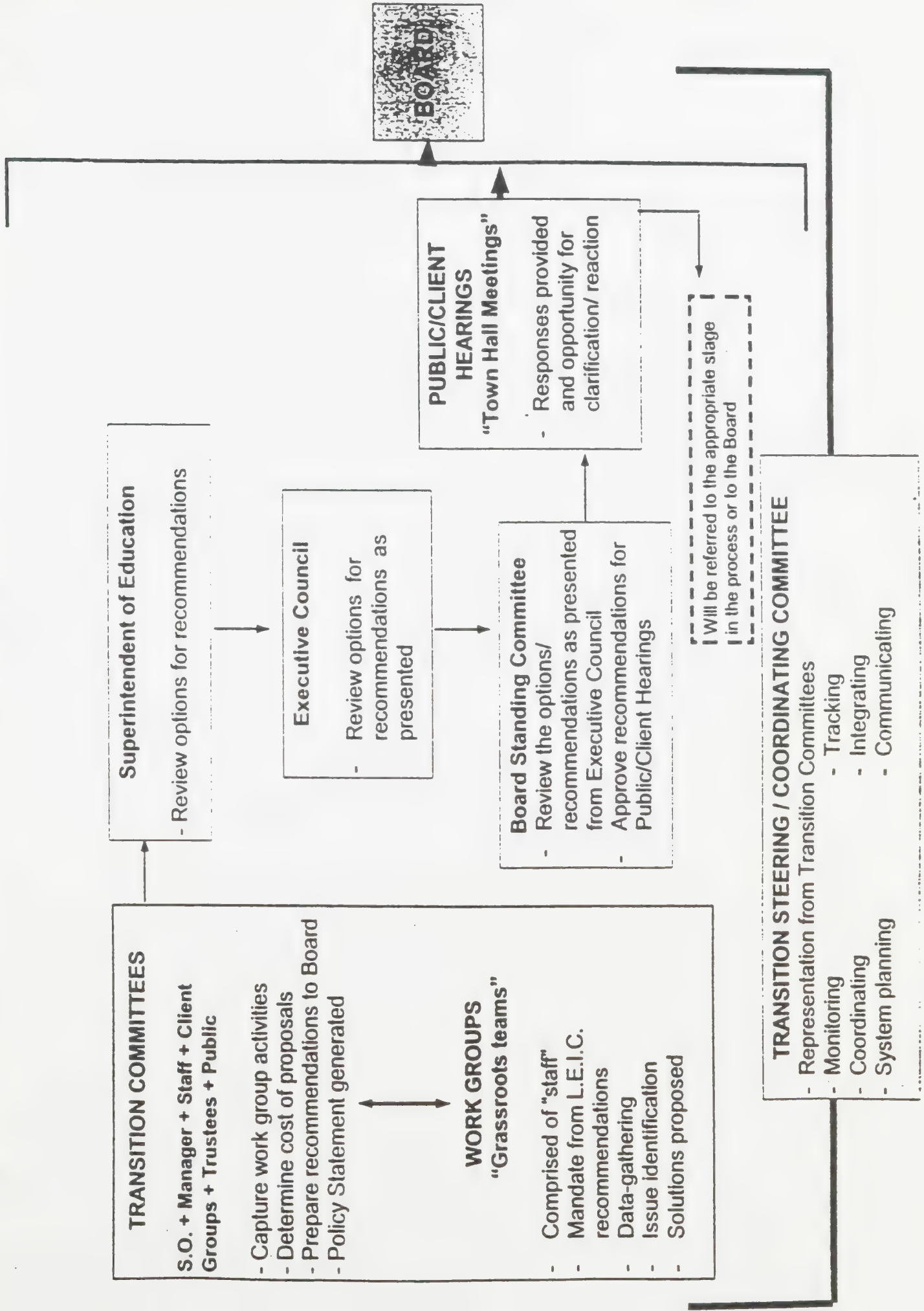
Tew, Pepe	Teacher - G. R. Allan
Tindall, Lauren	Principal - Queen Victoria
Tkachuk, Sue	Teacher - Mountain View
Tomlinson, Janice	S.O.
Trovato, Joe	Consultant - Psych
Tsaros, Linda	Consultant - Psych
Vandermarel, Janette	Parent of High Needs student
Vicencio, Monica	Social Worker - Tweedsmuir
Wall, Joyce	Parent School Council Chr - Viscount
Watt, Janet	Consultant - Special Education
Wilkinson, Judy	Consultant - Psych
Willson, Sandra	E.A. - Helen Detwiler
Wilson-Sher, Vicky	SEAC - Autism Society - Member of
Wyatt, Diane	Consultant - Section 27 Ancaster Senior
Yantzi, Katherine	Consultant - Special Education

Pentland, Bobbi
Church, Anne

OSSTF Rep.
Parent - 628-6779

L.E.I.C. RECOMMENDATIONS - POLICY DETERMINATION PROCESS

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Special Education & Related Support Services

GUIDING PRINCIPLES

- ♦ RESPECT FOR INPUT FROM A VARIETY OF SOURCES
- ♦ HARMONIZATION OF BELIEFS, POLICIES, PRACTICES
- ♦ CONSIDERATION OF:
 - FAIRNESS AND ACCESSIBILITY
 - EFFECTIVE & EFFICIENT PROGRAM DELIVERY
 - COST EFFECTIVENESS

QUESTIONS to ask yourself

Is this recommendation educationally sound?

Is this recommendation politically acceptable?

Is this recommendation financially viable?

Special Education & Related Support Services

OPERATIONALIZING THE GUIDING PRINCIPLES

WORK GROUPS

- REVIEW EXISTING LEIC RECOMMENDATIONS
- DETERMINE IF ADDITIONAL DATA IS REQUIRED
- SUPPORT EXISTING RECOMMENDATIONS OR PROPOSE ALTERNATE RECOMMENDATIONS WITH RATIONALE
- IF NEW ISSUES ARE IDENTIFIED, PROPOSE RECOMMENDATIONS WITH RATIONALE

TRANSITION COMMITTEE

- REVIEW THE WORK GROUP RECOMMENDATIONS WITH A FOCUS ON ALIGNMENT, CONSOLIDATION, HARMONIZATION AND REFINEMENT
- PREPARE RECOMMENDATIONS FOR SUBMISSION TO THE BOARD IN ACCORDANCE WITH THE POLICY DETERMINATION PROCESS
- DEVELOP POLICY STATEMENTS, WHERE APPROPRIATE, FOR BOARD APPROVAL

Special Education & Related Support Services

WORK GROUPS

Balance Elementary/Secondary & City/County

I. STUDENT SUPPORT SERVICES

- Communications/Speech & Language Services
- Psychological Services
- Social Work Services

II. SPECIAL EDUCATION PROGRAMS

- IPRC process (Identify & Placement Criteria)
- Special Ed. Placements

III. OTHER RELATED SUPPORT SERVICES

Compensatory Education
Nutrition Program
Educational Assistants
School Health Support Services
Job Coach/TWEP

Itinerant Home Instruction
Home Schooling
SALEP
Section 27
Alternative Education

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ORGANIZER

WORK GROUP TOPIC:

CHAIR:

PHILOSOPHY
(Vision - Strategic Direction - Why?)

STRUCTURE
(Operational Components, What?)

HOW?
(Staffing, Supervision, Delivery of Service, Who?)



COST - RESOURCES NEEDED

IMPLEMENTATION
(When? Timelines?)

Special Education & Related Support Services

TRANSITION COMMITTEE

**CHAIR – MARGUERITE BOTTING –
SUPT. OF INSTRUCTIONAL SERVICES**

COMPOSITION

Balance – Elementary/Secondary & City/County

<i>Area Represented</i>	<i>Number</i>
1. Communication/Speech & Language Services	2
2. Consultant/Co-ordinator/Project Team Leader	2
3. Educational Assistants	2
4. Parent/School Council/Home & School	2
5. Psychological Services	2
6. School Administrator	4
7. SEAC	2
8. Social Work Services	2
9. Teacher	4
10. Trustee	1
TOTAL	23

DATE, TIME, LOCATION OF FIRST MEETING

April 2, 1998
4:00 – 6:00 p.m.
Rooms 2 & 3 – Education Centre

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LEIC Recommendations

Student Support Services

WORK GROUP REPORTING FORM

Program/Services: Speech and Language/Communication Services (Board Special Education Plans: Regulation 306)

October 15, 1997

Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale
Program: At the present time, each Board has its own speech and language services department.	Jan. - June '98 Beginning Jan. '98	1) That the District Board run parallel speech and language programs and services. 2) That a committee with representation from speech and language services, special education services, principals, support staff, parents, SEAC, trustees and senior management from both Boards: i) review existing services and models of delivery ii) develop a plan for amalgamation of speech and language services, in concert with the Board's special education plan, that ensures that the best practices are in place to meet the special needs of students in the most cost-effective manner. Implementation: 3) That the amalgamated plan be implemented beginning September, 1998, with full implementation to occur by September, 1999.	- Best practices from each Board can be incorporated into one plan. - Cost effectiveness - Equity of speech and language services - System-wide consistency and service
Plant: Two speech and language departments are housed in 3 locations.	Completed by August 31, '98	i) That each department maintain its own location during the transition period (Jan. - June '98) ii) That this issue be referred to the Plant Department, Speech and Language Services, and appropriate supervisory officers. iii) That the Speech and Language Services staff for the District Board be housed at one central location as of Sept. '98. iv) That all program support staff (e.g. Psych. Serv., Social Work Services, Speech & Lang., Spec. Ed.) be housed in one central location.	11-30 - to promote consistency of existing service delivery - practicality - efficiency - to facilitate communication
Personnel: Supervision/co-ordination of speech and language services in the District Board. (Each Board currently has a supervisor of speech and language services).	i) Jan. '98 ii) Complete by Sept. '98	i) That this issue be referred to the Personnel Department by January '98 ii) That the Board appoint one Speech and Language Pathologist as supervisor of speech and language services by Sept. '98	- One supervisor is required to co-ordinate the transition period of amalgamation - professional supervision ensures the delivery of quality services to students - accountability for professional standards (OSH.A) - liability

11-31

Program/Services: Speech and Language Services - Page 2

Personnel: • Personnel in the Hamilton Board are unionized. Personnel in the Wentworth Board are not unionized.	Complete by September '98	i) That the personnel committee be alerted to the differences in contracts ii) That the contractual issues be dealt with by the Board, through the Personnel Department
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WORK GROUP REPORTING FORM Program/Services: Social Work Services (Board Special Education Plans: Regulation 306)

October 15, 1997

Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale
Program A: There are two different models of service delivery (i.e. clusters of schools vs individual school assignments)	Jan.-June '98 Complete by Sept. '98 Complete by Sept. '98	- For the remainder of the 1997-98 school year, that the existing practices and activities in both Boards be maintained. - That there be one social work delivery model, where social workers are allocated on a system basis (i.e. cluster/family of schools), using student needs and population as criteria, and allowing schools with particularly high needs to have priority. (Refer to Personnel Committee) and - That social work services continue to include staffing for -Behaviour Resource Team -Supervised Alternative Learning for Excused Pupils Centre -behavioural, social and emotional counselling for individual students and groups -consultation to school staff -referrals to a consulting Psychiatrist, as required -supervision of child and youth care workers, as required -support to Alternative Education Programs	- Best practice - The Hamilton Board model of allocating social workers to individual schools was originally formulated with the intent of expansion to more schools, but budgetary considerations have not allowed this to happen. Therefore, only some schools designated as compensatory education schools receive social work services. A recent survey by Community & Social Services indicates changing demographics, particularly on the East Mountain, where there are currently no social work supports. The proposed model would address the need for equity for all students within existing resources, and allow social workers to use their professional training (e.g. 4-6 yrs post-secondary education) to best meet the socio-emotional needs of students. - A flexible, differentiated model of delivery is required to support specific and changing system needs. - See recommendations in Compensatory Education Action Team Report (HBE-1992)
Program B: - Social Workers currently provide two mandated programs/services (i.e. Attendance and Supervised Alternative Learning for Excused Pupils (SALEP)) Plant: - Two social work departments are housed in two locations.	Jan. '98 Jan. '98 Jan - June '98 Complete by Sept. '98	- That Social Work Services continue to provide attendance services. - That Social Work Services continue to be part of the SALEP program. - That each department maintain its own location during the transition period (Jan. - June '98) - That this issue be referred to the Plant Department, Social Work Services, and appropriate supervisory officers. - That the Social Work Services staff for the District Board be housed at one central location as of Sept. '98. - That all program support staff (e.g. Psych. Serv., Social Work, Speech & Lang., Spec. Ed.) be housed in one central location. - That the District Board appoint one Social Worker as Supervisor by Sept. '98 - Refer to Personnel by Jan. '98	- Attendance services and SALEP are mandated by the Ministry of Education and Training - Social Workers have the appropriate qualifications and expertise to provide these services. - to promote consistency of existing service delivery - practicality - efficiency - to facilitate communication - One supervisor is required to co-ordinate the transition period of amalgamation - Professional accountability - Liability - Reflects the needs of students by providing professional supervision and consultation
Personnel: - Supervision/co-ordination of Social Work Services in the District Board - Current status: There is a supervisor in the Wentworth Board. The supervisor position approved by the Hamilton Board has not been filled.	Complete by Sept., '96 Jan. '98		

11-32

11-33

Program/ Services: Social Work - Page 2

Personnel: Personnel in the Hamilton Board are unionized. Personnel in the Wentworth Board are not unionized.	Complete by Sept. '98	1) That the Personnel Committee be alerted to the differences in contracts and 2) That contractual issues be dealt with by the Board.	• system consistency • legal implications
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WORK GROUP REPORTING FORM

Program/Services: Psychological Services (Board Special Education Plans: Regulation 306)

October 15, 1997

Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale
Program: At the present time, each Board has its own psychological services departments.	Jan. - June '98 Beginning in Jan. '98 Complete by Sept. '98	1) That the District Board run parallel psychological programs and services. Review and Development: 2) That a committee with representation from psychological services, special education services, principals, support staff, parents, SEAC, trustees and senior management from both Boards: i) review existing services and models of delivery ii) develop a plan for amalgamation of psychological services that is in concert with the Board's special education plan and ensures that the best practices are in place to meet the needs of students in the most cost-effective manner. Implementation: 3) That the amalgamated plan be implemented beginning September, 1998, with full implementation to occur by September, 1999.	- Best practices from each Board can be incorporated into one plan - Cost effectiveness - Equity of access to psychological services - System-wide consistency and service
Plant: Two psychological services departments are housed in 2 locations.	Complete by Aug. 31, '98	i) That each department maintain its own location during the transition period (Jan. - June '98) ii) That this issue be referred to the Plant Department, Psychological Services, and appropriate supervisory officers. iii) That the Psychological Services staff for the District Board be housed at one central location as of Sept. '98. iv) That all program support staff (e.g. Psych. Serv., Social Work, Speech & Lang., Spec. Ed.) be housed in one central location.	11-34 - to promote consistency of existing service delivery - practicality - efficiency - to facilitate communication
Personnel: Psychoeducational consultants/psychologist are unionized employees of the Hamilton Board; Wentworth psychologist is a non-union employee of the Board; Wentworth psychometrists are contracted on a fee for service basis.	January '98 Complete by September '98	i) That the Personnel Department be alerted to these contract issues. ii) That the psychologists/psychoeducational consultants/psychometrists be employees of the District School Board. iii) That the contractual differences be referred to the Personnel Committee in January '98 in order to have the issues resolved by the Board by September '98.	- best practice - the Hamilton Psychological Services Study found that it was more cost-effective to hire employees than to contract out for psychological services (Data attached to data sheets). - psychological assessments are required to assess cognitive ability of students in meeting criteria for special education identification and placement (IPSC allows for system-wide consistency) - provides for flexibility of services - adequate staffing levels allow for evaluation of programs and services

Program/Services: Psychological Services - Page 2

Personnel:

• Supervision/co-ordination of Psychological Services in the District Board (Each Board currently has a psychologist who is responsible for supervision/co-ordination)	i) Prior to Jan. '98 ii) Complete by Sept. '98	i) That this issue be referred to the Personnel Department by January '98. ii) That the Board appoint one Registered Psychologist as supervisor of Psychological Services by Sept. '98.	• one supervisor is required to co-ordinate the transition period of amalgamation • professional supervision ensures the delivery of quality services to students • accountability for professional standards (College of Psychologists of Ontario) • liability
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11-35

WORK GROUP REPORTING FORM

Program/Services: Reporting Procedures - Central Storage of Student Information and Records

Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale
Student Services File: each Board stores the following reports in a central location: - psychological reports - special education information (e.g. IPRC information) - speech and language reports	Completed by Sept. '98	That the central files be housed in the same central location as special education services, speech and language services, social work services and psychological services.	- Files need to be accessible in a central location to system support staff - confidentiality needs to be maintained (Freedom of Information and Protection of Individual Privacy Act; College of Psychologists of Ontario; Ontario Speech and Hearing Association.
Identify responsibility and procedures for tracking and storing the following information: -report of suspected child abuse -suspensions -violent incidents/reports -court cases -home schooling	Completed by Sept. 98	- That the appropriate supervising officers decide who has the system responsibility for tracking and storage of the following information: -report of suspected child abuse -suspensions -violent incident reporting -court documentation -home schooling -student transfers - That the reporting procedures of the Hamilton and Wentworth Boards be merged into one procedure.	- Child and Family Services Act, 1985 - Child Protection protocol: reporting requirements and procedures (HBE) - Wentworth Policy on Suspected Child Abuse (11:06)

11-36

11-37

LEIC Recommendations
Special Education Programs

Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale
Personnel: There are contractual and staffing issues that are different in the two special education departments.	January/ 98 Completed by Sept. 98	1. That the Personnel Committee be alerted to the differences in contracts 2. That the contractual issues be dealt with by the Board	System-wide consistency
Personnel: Supervision/co-ordination of Special Education Services in the District 21 Board. (Current status: Each Board has a Co-ordinator/Project Team Leader of Special Education)	January/98 Completed by September/98	1. Refer to Personnel 2. That the District Board appoint one Co-ordinator	One co-ordinator is required to co-ordinate the transition period of amalgamation
Personnel: There are different role descriptions for Special Education Services staff in Hamilton and Wentworth Boards.	January - September/98 By September/98	1. That the Special Education Services staff operate under existing role descriptions during the transition phase 2. That the Special Education Services staff develop common role descriptions to be approved by the District Board	One co-ordinator is required to co-ordinate the transition period of amalgamation System-wide consistency Best practice
Plant: The two Special Education departments are housed at two locations.	From Jan. - Sept./98 Beginning September 1998 Beginning September 1998	1. That each department maintain its own location during the transition period (Jan - Sept./98) 2. That this issue be referred to the Plant Department, Special Education Services, and appropriate supervisory officers 3. That the Special Education Services staff for the District 21 Board be housed at one central location 4. That all program support staff (e.g. Psychological Services, Social Work, Speech Language Services, Special Education) be housed in one central location.	Consistency of existing service delivery Practicality Efficiency To promote system-wide consistency To facilitate communication To promote system-wide consistency To facilitate communication

WORK GROUP REPORTING FORMAT

Program/Service: Special Education Services (Overview)

Major Issues to be Considered	Timelines	Recommendations for Education Sub-committee Consideration	Rationale
1. District 21 needs a written statement clearly articulating a common philosophy, goals, vision and mission statement for Special Education in both elementary and secondary panels.	Completed by Feb./98	1a. That a Special Education Committee (to include appropriate representation from Special Education services, principals, support staff, parents, SEAC, senior management and trustees) develop a common philosophy, vision and mission statement for Special Education Services for elementary and secondary panels. 1b. That the Special Education Committee establish a process for communication with staff and parents.	It is essential to have a clearly articulated belief system to use as the foundation for further decision-making Representative stakeholders can provide needed input Special Education programs are legally mandated
2. Each Board presently has its own Special Education plan and Special Education Services department	Jan./98--Aug./99 (or before, when appropriate)	2a. That the District 21 Board run parallel Special Education programs and services 2b. That the Special Education Committee develop a strategic plan to: - review existing programs, services and models of delivery including the way non-identified students receive remedial support and enhanced programming - develop a plan for amalgamation of Special Education Services that ensures the best practices are in place to meet the special needs of exceptional students in the most educationally effective and cost-effective manners - implement the amalgamated plan within timelines which allow for a gradual, planned transition of programs and services	Running parallel programs and services will provide the least disruption to students and allow for a best practice model to be developed Flexible timelines will allow parts of the amalgamated plan to be implemented as they are developed and approved Allows for the development of a consistent, system-wide plan based on best practices Remedial support and enhanced programming are requirements in the Ontario Curriculum One Special Education plan will meet the legal mandates and the need for system-wide consistency One Special Education Services department will provide a consistent focus Flexible timelines will allow parts of the amalgamated plan to be implemented as they are developed and approved
	Full implementation by Sept. 99		

LEIC Recommendations

Other Related Support Services

WORK GROUP REPORTING FORM

Program Service Continuum of Placement including Special Classes

Program Service Continuum or Placement including Special Classes	Major Issues to be Considered	Timelines	Recommendations for Education Sub-committee Consideration	Rationale						
	1. Differences exist in range of placement options, including the types of special classes available for various exceptionalities and age groups served. ONE EXAMPLE: <table><tr><td>Hamilton</td><td>Westworth</td></tr><tr><td>Pr. GLD</td><td>Pr/Jr. Comprehensive</td></tr><tr><td>Jr. GLD</td><td>Jr/Int. Comprehensive</td></tr><tr><td>Int. GLD</td><td></td></tr></table>	Hamilton	Westworth	Pr. GLD	Pr/Jr. Comprehensive	Jr. GLD	Jr/Int. Comprehensive	Int. GLD		Jan. 1, 1998 <
	Hamilton	Westworth								
	Pr. GLD	Pr/Jr. Comprehensive								
Jr. GLD	Jr/Int. Comprehensive									
Int. GLD										

11-611

WORK GROUP REPORTING FORMAT

Program/Services Identification Criteria, IPRC Process, Placement Criteria

Major Issues to be Considered	Timelines	Recommendations for Education Sub-committee Consideration	Rationale
1. There are both similarities and differences between the two boards regarding identification criteria, IPRC processes, placement criteria and related components (e.g. staging/DART process)	Immediate Jan /98 - Aug /99 (or before, when appropriate)	1a. That LEIC seek clarification of legalities regarding interim identification criteria, IPRC processes and placement criteria for the District 21 board (e.g. can we run parallel sets of identification criteria?) 1b. That, if legally permitted, District 21 run parallel IPRC processes, including identification and placement criteria, as currently practised for each Board 1c. That the Special Education Committee: - review existing Special Education policies and processes, documents, etc. from each Board - develop Special Education policies and procedures which include: .. staging/DART process .. identification criteria for exceptionalities .. admission/demission criteria for placement options .. IPRC committee composition and processes .. composition and types of special classes .. efficient methods of tracking - implement the amalgamated Special Education policies/processes, etc. as outlined above	IPRC processes and related components are mandated under the Education Act Provides time for completing other tasks as per L.E.I.C. decision Flexible timelines will allow parts of the amalgamated plan to be implemented as they are developed and approved. Best practices from each Board can be incorporated into the amalgamated policies, processes, etc. To ensure equity of programs, services and support across the District 21 Board To ensure equity of programs, services and support across the District 21 Board Flexible timelines will allow parts of the amalgamated plan to be implemented as they are developed and approved

11-41

WORK GROUP REPORTING FORM

Program/Services: Educational Assistants		October 16, 1997	
Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale
Board approved role description(s) need to be developed	Jan. - June '98	- That existing practices continue until such time as the sub-committee recommendations are approved. - That a sub-committee of the Special Education Committee, comprised of Educational Assistants, Human Resources staff, principals, parents, system special education staff, special education teaching staff, SEAC and trustees: -develop role description(s) for Educational Assistants -develop performance appraisal system for Educational Assistants -develop a formula allocation model based on student needs for approval by the District School Board - That a formula allocation model based on student needs, be developed for approval by the District School Board.	- consistency of expectations - consistency of service - meeting student needs - accountability - cost effectiveness
Currently the two Boards have different models of allocation for Educational Assistants.	June '98		- system-wide consistency - meet student needs
There are different contractual issues for Educational Assistants in the two Boards. (e.g. there is a difference in the number of hours for full-time equivalent)	Jan. '98	- That the Personnel Department be alerted to differences in contracts. - That the contractual issues be dealt with by the Board through the Personnel Department.	- system-wide consistency - to meet student needs - to meet system and parental expectations - so staffing issues can be resolved by Sept. '98
Educational Assistants belong to two different union groups (CUPE/Wentworth; OPEIU/Hamilton)	Jan. '98	That the Personnel Department be alerted to these differences.	

11-42

WORK GROUP REPORTING FORM

Program/Services: Job Coach/Transitional Work Experience Program				October 16, 1997
Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale	
Personnel: The two job coaches in Hamilton belong to different unions; the Wentworth job coaches are non-unionized.	Jan. '98 Completed by Sept. '99	• That this issue be referred to the Personnel Committee. • That the issue be resolved by the Personnel Committee		
Program: Each Board has its own Job Coach/Transitional Work Experience Program. There are itinerant (i.e. system) and on-site (i.e. individualized school-based components to these programs.	Jan.-June '99 Completed by Sept. '99	• That the District Board run parallel job coach /Transitional Work Experience Programs • That the job coach/Transitional Work Experience Programs be merged to include the existing components.	• System-wide consistency • Allows for a range of programs based on student needs	
The supervision/co-ordination of the Job Coach/TWEP is different in the two Boards	Completed by Sept. '99	• That role description(s), approved by the Board, be developed.	• As the Transitional Work Experience Program/Job Coach programs from the two Boards are merged, the numbers warrant designating one person to be responsible for co-ordination of the program • System-wide consistency	11-43
Board approved role description(s) need to be developed.			• There is a need to determine areas which require system supervision and areas which require school-based supervision.	

11-43

WORK GROUP REPORTING FORM

Program/Services:	School Health Support Services			
Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale	
There are discrepancies between Wentworth and Hamilton Boards regarding school health support provision of services (e.g. shallow suctioning, intermittent catheterization, pediculosis screening, etc.)	Completed by Sept. '98	That a committee of educational assistants, special education personnel, health professionals, educational assistants, union personnel, Federation representatives, and principals review the guidelines of both Boards for the provision of school health support services and develop guidelines for the District School Board.	- Ministry of Education and Training Policy Program Memorandum #81 - best practices - cost effective	

11-44

WORK GROUP REPORTING FORM

Program/Services: Supervised Alternative Learning for Excused Pupils (SALEP) (Mandated)				October 15, 1997
Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale	
Need to appoint one SALEP committee, as mandated by the Education Act	Jan. '98	Establish one central SALEP Committee for the District School Board which will meet in various locations across the new Board	- Meets legislative requirements - Allows accessibility of various cultural/demographics within the community - System-wide consistency	
Different cultures in the community have created a varied educational needs base that requires a broader spectrum of options	Jan. - June '98	- Incorporate the existing Hamilton and Wentworth models in a new delivery model: -centralized SALEP centre (Hamilton). -decentralized SALEP Program (Wentworth) -Job Coach -An academic component -Social Services support -Transportation -Linkage to Alternative Education	- student needs - non attenders, high risk of drop out - flexibility - offering options - best practices	

11-45

WORK GROUP REPORTING FORM

Program/Services: Section 27 (Cost Recoverable through MOET)

October 15, 1997

Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale
One application needs to be completed by amalgamated Board for Section 27 grants for Sept. '98	- Jan. '98 to Aug. '98 - Jan. '98 to Aug. '98	- That the Wentworth and Hamilton Section 27 programs be combined under one portfolio. - That one person be appointed to co-ordinate the Section 27 programs, staff and submission of applications for Section 27 grants.	Currently there are a total of 38 programs and 39 staff. Wentworth: 3 Programs 4 Teachers 35 Staff - student needs are met in Care, Treatment and Corrections facilities - cost effective - system-wide consistency - manageable - 12 month contract - cost recoverable - renewal applications are prepared in the spring of 1998 - this position is subject to collective agreement.
Co-ordination and supervision of Section 27 programs and staff (elementary and secondary teachers)	Sept. '98	That subject to Ministry approval, appropriate staff be appointed to co-ordinate and supervise the Section 27 programs, staff and submission of applications for Section 27 grants.	

11-46

WORK GROUP REPORTING FORM

Program/Services: Itinerant Home Instruction

Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale
A policy regarding Home Instruction for students unable to attend school for medical reasons, needs to be established.	Sept. '98	That the District School Board develop one consistent policy.	- System-wide consistency - Student need- provides instruction for students unable to attend school for medical reasons (Education Act). - Guiding principle: "Leaders must put students first."

11-47

WORK GROUP REPORTING FORM

Program/Services: Home Schooling (Non Mandated)

October 15, 1997

Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale
No funding or monetary reimbursement for the home schooling population (Hamilton 50-60 families) (Wentworth 54 children)	Jan. - June '98	- That the District School Board review the existing policies and procedures of the Hamilton and Wentworth Boards and develop a new policy and procedures regarding Home Schooling. The recommended procedures should include the following : 1) Parental request for Home Schooling 2) a) Letter of Response to Parents which includes responsibilities regarding home schooling b) Invitation to information meeting 3) Information meeting - shared information, resources, opportunity for discussion. 4) Deadline for family submission of education plan. 5) Review of plan (satisfactory or not satisfactory) by a school principal or team of principals. 6) Follow-up letter to parents.	- Cost effective - with reallocation of existing teacher time to classroom duties of clerical staff are streamlined -affordability of human resources -reduce cost by restricting access to formal standardized assessment - System-wide consistency - Two-way communication -public relations -school/family community interaction - Accountability - Best exemplary practice (Hamilton Board information meeting)

11-48

WORK GROUP REPORTING FORM

Program/Services: Compensatory Education

Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale
Hamilton has a formal recognized program for Compensatory Education. Wentworth does not have a formal recognized program. (e.g. Hamilton's current practice has designated 17 schools as requiring compensatory education services.) System-wide consistence from JK to OAC is required.	Sept. '98 May '98	• That the District School Board continue compensatory education. • That the District School Board study Compensatory Education and develop a strategic plan within the context of the new MET funding model.	• best practice • demographic shifts in the community • recognition of pockets of need within the community of Hamilton/Wentworth • timelines for allocation of staff • flexible, differentiated model of delivery of resources is required to support specific and changing student needs outlined in individual school profiles. • use Action Team Report (April, 1992) as a resource

11-49

PROGRAM OBJECTIVES, IMPLEMENTATION & EVALUATION

Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale
Nourishment for hungry students	Jan. '98	• That the Board endorse the continuing of site based programs developed at the school with its community and its support groups.	• Consistency • Flexibility • Hungry students cannot learn
Nutrition for all students.	Jan. '98	• That the District School Board review the Hamilton Board's existing policy and that Budget supports appropriate foods to be offered in school setting in order to develop and fully implement a new policy.	• Best practice • Student needs

WORK GROUP REPORTING FORMAT

Program/Services: Alternative Education			Rationale	
Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration		
		Existing alternative education programs continue until June 1998.		
- Placement options vary between elementary and secondary school as well as between both of the existing boards and include off-site (ie. central) and on-site locations (ie. school-based). - Entry/demission processes currently in place are different within the Boards. - Needs of students go beyond the academic realm of expertise. - Equity of allocation of resources.	January to June 1998	- A committee of representatives from Social Work, Special Education, elementary and secondary school administrators, alternative education programs, guidance, students, parents and human resources personnel be formed to: - review existing programs and range of options available in the District School Board; - develop consistent entry and demission processes for alternative education programs; - recommend alternative education options for the 1998-99 school year; - recommend a resource/staff allocation formula to provide teaching and social work support for the alternative education programs.	- Flexibility - for schools to address needs of community - timely response to student needs (no waiting lists) - Student Needs - balanced program for school sites - accessibility for students - System-wide consistency - Meeting student needs - Meeting student needs - social issues are often primary causes of "at-risk" situations for students - social workers bridge school with home and social agencies to support students - Fair and equitable allocation of resources to support student needs - assessment of accessibility needs to ensure no waiting lists	

11-51

9. UPDATE ON THE LOCAL EDUCATION IMPROVEMENT COMMITTEE (LEIC)
RECOMMENDATIONS REGARDING SPECIAL EDUCATION - TIMELINES

In apprising the members of the LEIC recommendations, Dr. Bond noted that, under the leadership of M. Matier, Superintendent of Transitional Services, work has started in the development of the process for consideration of the many recommendations from the LEIC. She affirmed that SEAC will be given the opportunity to have representation and provide input during the deliberation of a steering committee tasked with the review of the recommendations relating to Special Education. Dr. Bond felt it would be helpful at this time if the members could signify their interest to participate in this undertaking. The following members volunteered:

V. Wylson-Sher	-	<u>Available for:</u> Day meetings
B. Shepard	-	Day meetings
B. Pupols	-	Evening meetings
R. Peters	-	Day/Evening meetings

In response to a question, Dr. Tomlinson explained the present process adopted by the new Board in deliberating key issues: Items for consideration are initially presented for debate/deliberation at a Committee of the Whole Meeting [first and third Thursdays of the month] and then brought before the Board for final approval at a Regular Board Meeting [second and fourth Thursdays of the month].

Replying to S. Bramberger's request, Dr. Bond agreed to include with the minutes a list of the LEIC recommendations applicable to Special Education (see attached).

ADJOURNMENT

It was moved by V. Kerr Jaskiewicz, seconded by N. Dalziel: That the meeting adjourn, this being done at 9:15 p.m.

CARRIED.

rt

Att.

Program/Services: Special Educational Services

Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale
Plant: The two special education departments are housed at two locations.	Jan. - Jun. '98 Sept. '98	i) That each department maintain its own location during the transition period (Jan. - June '98) ii) That this issue be referred to the Plant Department, Special Education Services, and appropriate supervisory officers. iii) That the Special Education Services staff for the District Board be housed at one central location as of Sept. '98. iv) That all program support staff (e.g. psych. serv., social work, speech & lang., spec. ed.) be housed in one central location.	• consistency of existing service delivery • practicality • efficiency • to promote system-wide consistency • to facilitate communication
Personnel: There are different role descriptions for special education services staff in Hamilton and Wentworth Boards.	Jan. - June '98	1) That the special education services staff operate under existing role descriptions during the transition phase (Jan.-June '98) and 2) That the special education services staff develop one role description to be approved by the District Board by Sept. '98.	• one co-ordinator is required to co-ordinate the transition period of amalgamation.

11-54

WORK GROUP REPORTING FORM

Program/Services: SEAC

Major Issues to be Considered	Timelines	Recommendations for Education Sub-Committee Consideration	Rationale
1) At least 5 local associations have a representative on each board's SEAC • Assoc. for Bright Children • Autism Ontario • Down Syndrome Assoc. • Hamilton Council for Home & School Association • Hamilton-Wentworth Home Care Program	Jan. 1998	• Each association be contacted and requested to submit one name (and alternate if association chooses) • Two members with one vote may be considered from Jan. to June '98 with the understanding that in Sept. '98 each association have one representative.	• Section 206 Education Act • Balance of input from a variety of sources • Balancing collective needs and individual needs
2) Continuity of input from local associations and individual (non-core) members.	Jan. 1998	• New board considers the existing local associations to comprise the core members of SEAC.	• Section 206 Education Act • Provide consistency in the transition phase.

11-55

Hamilton-Wentworth District School Board

100 Main St. West Hamilton, ON L8N 3L1

Office of Transitional Services

Contact: 527-5092, ext 2357 / Email - mdavis@hwdsb.on.ca

Content:

- The Transition Process
- Process for the
Determination of Policies
- Invitation to Transition
Committees

Hamilton-Wentworth District School Board



BACKGROUND

Amalgamation offers both opportunities and challenges. By building on the work accomplished by the County and City school boards, the Hamilton-Wentworth District School Board has the opportunity to build a unique entity whose hallmarks will be outstanding programs, accountability, equity, efficiency and community involvement. However, the Board will be challenged to organize and deploy resources so that efficiencies can be achieved and the majority of resources can be used to support students and their programs.

To date, the work of the L.E.I.C. and its sub-committees has provided the preparatory groundwork for transition from two entities to one. The stage is set to begin the work of shaping new policies and procedures that will represent "best practices" of the predecessor boards or new, innovative ways of doing business.

Although discussion has not taken place on vision and mission statements, it is safe to assume that key vision and mission statements will contain statements similar to the following from the former Hamilton and Wentworth boards:

Vision:

The vision of the Hamilton Board is to be a student-centred, school-based educational system which advocates and values the achievement of excellence, accountability, equity of opportunity, respect for diversity, partnerships, innovation, trust, openness in communication and a caring attitude.

Mission (Hamilton):

The purpose of the Hamilton Board of Education is educating students to enjoy life as creative, contributing responsible members of society.

Mission (Wentworth):

Helping all our students become informed, productive, responsible citizens by building foundations for lifelong learning.

PRINCIPLES

1. Existing program delivery, policies and services of the county and city boards will continue in their respective geographic regions, throughout the 1997-98 school year unless otherwise changed or altered by the Hamilton-Wentworth District School Board.
2. Equitable access to educational programs and services for all learners must be promoted with a goal of high educational achievement.
3. During the transition period, vacancies created by retirement or resignation may be considered as potential restructuring opportunities.

4. All employees will be treated with respect and fairness.
5. The new administrative structure must build capacity to advocate for parents and students, their schools and their local communities.
6. Schools will be organized in a manner that recognizes neighborhoods and local communities.
7. New structures must enable efficiencies through streamlining, consolidation and innovation.

FUTURE STATE

In addition to the day to day operations, it will be important to provide for strategic planning and a coordinated approach to transitions and communications by:

- developing strategic directions, goals and priorities;
- fostering a cohesive approach to Board priorities with an emphasis on issues that require partnerships among departments;
- establishing measures of accountability;
- developing a transition strategy and implementation of that strategy; and
- coordinating transition projects

The transformation to a single Board combined with competing demands for resources requires visionary restructuring that will allow for the integration of our cultures and effective program delivery. The restructuring must ensure that the organization operates in such a way that:

- our schools and the school system are accessible and welcoming to parents and the community;
- parents and the community are provided with relevant information about our policies, programs, services and students achievement; and
- parents and community members have meaningful opportunities for consultation, advocacy and input into decision-making at the school and system level

Therefore, restructuring must be focused on a shared vision of our education system which will evolve with the input from all levels within the system. Our success in this transformation process will correlate directly with our ability to listen closely, articulate our direction and share our vision with all our system partners.

11-63

PROCESS FOR DETERMINATION OF POLICIES

The following process for determination of policies was approved by Board on February 12, 1998:

INTRODUCTION:

The process outlined in this report for determining the Hamilton-Wentworth District School Board policies will not necessarily apply to all the almost 200 L.E.I.C. recommendations. Some recommendations address "operational" or "administrative" practices, which may be of interest to the Board, but do not require Policy approval. (see A.)

BACKGROUND:

A. L.E.I.C. Recommendations: Where No Policy Determination is Required:

1. Administrative changes within existing policy (i.e. internet access)
2. Corporate practices - in response to Ministry/Legal requirements (i.e. tuition fees)
3. Alignment of county and city practices within parameters of policy (i.e. suspension appeal process).

Practices/Changes are reported to Board through:

- a) Information report from appropriate Senior Official
- b) Transitional Report

B. L.E.I.C. Recommendations: Where Policy Determination is Required:

The policy determination process is outlined on the attached chart. The process is built on the following premises:

- **Planning for change is essential.**
- **The involvement of all stakeholders in the description of the desired change is critical.**
- **The desired changes must be professionally validated**
- **There must be a balance between the broad community and professional opinion.**
- **Accountability is an imperative .**

PROCESS

- L.E.I.C. recommendations are "clustered" into groupings which allow for a set of values/principles to be applied in a consistent fashion.

i.e.	special education, speech & language,	}	Student Support
	social work, psychology	}	Services

Transition Committee

- is established to address the identified "cluster" of recommendations.

Committee Membership

Criteria: (example - including but not limited to):

- members will represent the views of the member group - not personal self-interest
- members will be willing to attend meetings regularly
- members will possess an interest in the issue
- members will be committed to achieving results
- members will be willing to support committee decisions

Work Groups

- Provide data, identify issues, propose solutions, identify exemplary practices and provide professional expertise and knowledge.

The Transition Committee

- conceptualizes the proposals, determines the costs, and prepares recommendations (Policy Statement and Procedures) to the Superintendents of Education.

Superintendents of Education

- The recommendations are reviewed by Superintendents of Education - responses are added to the report.

Executive Council

- The recommendations are presented to Executive Council - all options and responses are considered:
 - (i) a report is prepared for the appropriate Standing Committee
 - OR
 - (ii) direction is provided to the Transition Committee to amend the recommendations prior to presentation to the appropriate Standing Committee

Boarding Standing Committee

- reviews the recommendations and approves the proposals for client/public information sessions.

Client/Public Information Sessions

- provide an opportunity for clarification of proposals.
- Responses from client/public hearings are generated.

Board Standing Committee

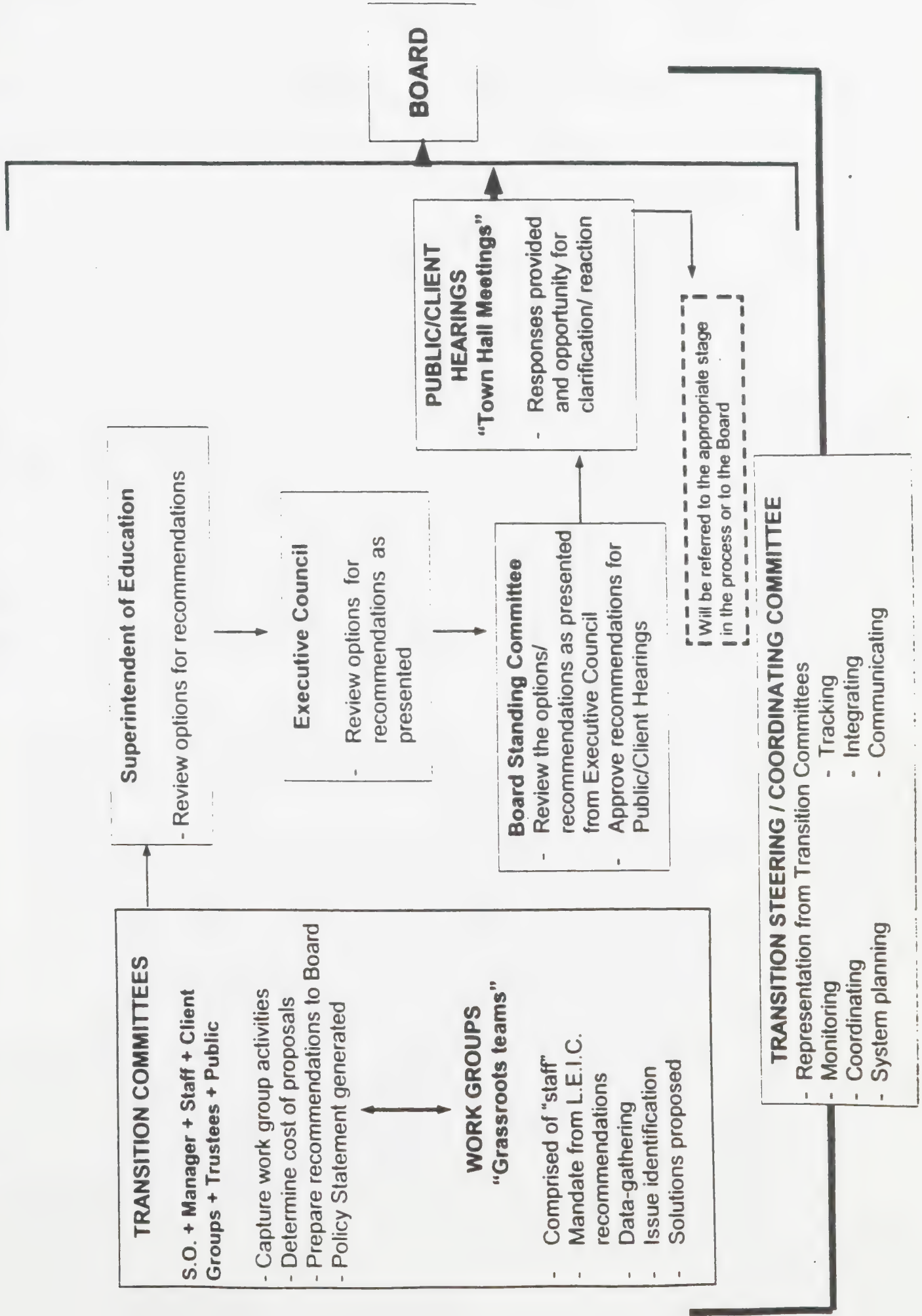
- debates proposals taking into consideration client/public responses.
- approves proposal for consideration by **Board** or refers proposals back to Executive Council.

Transition Steering (Coordinating) Committee

The Transition Steering Committee will be composed of representatives from the Transition Committees. Its function is to monitor, coordinate and integrate the recommendations from the various committees. The Steering Committee will provide input to the Superintendent of Transitional Services.

L.E.I.C. RECOMMENDATIONS - POLICY DETERMINATION PROCESS

11-65



11-66

HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD TRANSITIONAL PROCESS

INVITATION TO PARTICIPATE IN TRANSITION COMMITTEES

At the January 15, 1998 Board meeting the following motion was approved:

"That the Hamilton-Wentworth District School Board approve the establishment of work groups/committees to review the recommendations contained in the L.E.I.C. final report and develop proposals for trustee consideration."

Although there are almost 200 recommendations to be considered, many are inter-related and are being "clustered" for consideration by one committee. Transition committees beginning in February will address the following topics, all potentially impacting directly on students.

- ♦ **Junior Kindergarten**
- ♦ **French Immersion**
- ♦ **Special Education & Related Student Support Services**
- ♦ **Information Technology - classroom computers**
- ♦ **Student Assessment, Evaluation & Reporting**
- ♦ **Curriculum Processes**

You are invited to participate in the work of the transition committees as they address issues and make recommendations to the Board. Listed beside each committee are the major issues for consideration - this is not necessarily a complete list as other issues will most certainly surface during discussion.

Before volunteering your participation please consider the following criteria:

- *members will represent the views of the member group - not personal self-interest*
- *members will be willing to attend meetings regularly*
- *members will possess an interest in the issue*
- *members will be committed to achieving results*
- *members will be willing to support committee decisions*

Details of meeting dates, times, location, etc. will be provided after the membership is determined.

Please indicate your willingness to participate by calling Mary Davis, Secretary to Merv Matier, Superintendent of Transitional Services at 527-5092, ext. 2357 or by e-mail at mdavis@hwdsb.on.ca, profs i.d. - "mdavis", **before Friday, February 27, 1998.**

TRANSITION COMMITTEES

1. JUNIOR KINDERGARTEN

Key issues for consideration:

- system-wide consistency of program
- Accommodation, boundaries, curriculum, transportation, funding, staffing

Options:

- Deleting existing 62 sites
- Retention of program in one part of the system
- Retention of program in high needs schools
- Use of alternative staffing
- 1/2 day/alternative full day
- Early identification program

2. FRENCH IMMERSION

Key issues for consideration:

- system-wide consistency of program available to all students
- Development of a French Immersion policy
- Review of program offerings - early immersion, late immersion, extended French
- Accommodation/boundaries
- Costing
- Availability of qualified teachers

3. SPECIAL EDUCATION AND STUDENT SUPPORT ISSUES

Key issues for consideration:

- Review existing services and models of delivery
- Consistency of service delivery
- Best practices incorporated into one plan
- Equity of access to services
- Efficiency

Psychological Services

Speech & Language / Communication Services

Social Work Services

- A flexible, differentiated model to support specific and changing system needs
- Coordination during the transition period
- Supervision

I.P.R.C. Process

- Continuum of placement including special classes
- Utilization of educational assistants

- Equity of programs, services and support
- Policy re requests from schools & parents
- Provision of a range of placement options
- System-wide consistency of support
- Skilled special education teachers
- Cost-effectiveness
- School health support services
- Home instruction
- A common philosophy, goals, vision and mission for Special Education - elementary and secondary

Related Areas:

- Compensatory Education
- Nutrition program
- Physical / Hearing / Vision Disabilities / Itinerant / Home instruction

4. INFORMATION TECHNOLOGY***Key issues for consideration:***

Development of a common Information Skills and Technology System Plan

- Allocation of funds
- New initiatives and system directions
- Identification of best practice
- Staff development & in-service
- Alternate funding sources
- Facilitation of accountability and implementation of a system plan
- Establishment of a level of technical support adequate to meet system needs
- Review of education software licensing agreements

5. STUDENT ASSESSMENT, EVALUATION & REPORTING***Key issues for consideration:***

- Development of philosophy, vision and mission statement for student assessment, evaluation and reporting in the context of instruction
- A common set of grade specific learning expectations across the District
- System and school initiated student achievement testing
- Policy to guide student assessment, evaluation and reporting at all grade levels
- Storage and issuing of student records after graduation
- Selection of a uniform electronic formats to record and track student performance and produce Report Cards

- System-level staffing needs for the support of student assessment, evaluation and reporting
- Development of a District School Board action plan for student assessment, evaluation and reporting including, but not limited to, necessary resources, teacher and principal in-service plans, other support services required
- Analysis/interpretation of test results for improvement of student learning
- Development of the School Profile Format and action plan for its implementation
- Development of a formal policy for the communication of the results of system-wide student achievement assessments

6. **CURRICULUM PROCESSES**

Key issues for consideration:

- A Curriculum Process Committee (CPC) representative of all stakeholders (superintendents, principals, central office staff, teachers, parents...) to develop policy and procedures for curriculum processes that ensure links with assessment, reporting (SAERC) and Instruction. The establishment of a procedure for on-going input into curriculum process from system and school personnel

Review

- On going review of curriculum currently in schools requires new curriculum and policy documents continue to arrive from the Ministry of Education & Training

Development

- Development and/or purchase of curriculum resources that support the implementation of the Ontario Curriculum 1-8 and the secondary school curriculum
- Ensure links of new curriculum resources to assessment and instructional practices

Implementation

- Establish a protocol for Program Services support for implementation
- Articulate a model for delivery of inservice to teachers

#12

1998 05 19

To: The Trustees

From: Allan A. Greenleaf, Director of Education and Secretary

Re: **LIBRARY BOARD REPRESENTATIVE - CITY OF HAMILTON**

RECOMMENDED ACTION:

Moved by _____, seconded by _____
That an Interview Committee comprised of Trustees _____ and
_____ be struck to interview a list of candidates from the City
of Hamilton Library Board applicants and make a recommendation to the Board for the
second representative on the City of Hamilton Library Board.

Rationale

The Hamilton-Wentworth District School Board invited, through advertisements in the local newspaper, written applications for appointments as the Board's representatives on the Hamilton Public Library Boards.

The Board is permitted two representatives. However, only one application was received in response to our advertisement in the local newspaper and that person, Archie McQueen, was appointed by the Board to serve in that capacity.

City Hall received more applications than their allotment for the Library Board. Through the Chair of the Board, they have offered us the opportunity to contact the applicants to see whether they would be interested in serving on the Library Board on behalf of The Hamilton-Wentworth District School Board. Any who indicated an interest would interviewed for possible appointment by the Board.

12-1

Office of the City Clerk

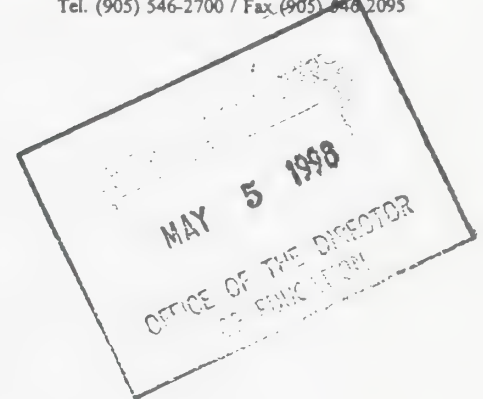


City of
HAMILTON

71 Main Street West, Hamilton, Ontario, L8P 4Y5
Tel. (905) 546-2700 / Fax (905) 546-2095

1998 April 29

Mr. Ken Roberts
Chief Librarian
Hamilton Public Library
55 York Boulevard
Hamilton, ON L8R 3K1



Dear Mr. Roberts:

Please be advised that City Council its meeting held 1998 April 28 adopted Section 12 of the TWELFTH Report of the Finance and Administration Committee for 1998 respecting the appointment of a member to the Hamilton Public Library Board as follows:

12. That Archie McQueen be appointed as The Hamilton-Wentworth District School Board representative on the City of Hamilton Library Board for a term to expire 2000 November 30th.

A letter has been sent to Mr. McQueen advising of his recent appointment.

Listed below is Mr. McQueen's address so that you may contact him directly respecting meeting dates of the Board:

Mr. Archie McQueen
701-285 Dundurn Street South
Hamilton, ON L8P 4L2

I trust this meets with your approval.

Yours truly,

J. J. Schatz
City Clerk

cc Mr. Allan A. Greenleaf, Director Education, The Hamilton-Wentworth District School Board, P.O. Box 2558, 100 Main Street West, Hamilton, ON L8N 3L1

#13

1998 05 19

To: The Trustees

From: Allan A. Greenleaf, Director of Education and Secretary

Re: **BOARD'S RETIREMENT RECEPTION/DINNER**

RECOMMENDED ACTION:

That the Board determine whether or not to hold a reception/dinner for retiring staff and, if it is to be held, when such an event should be scheduled.

Rationale

In recent years, it has been the practice of both predecessor Boards to host dinners in honour of retiring staff. This year, with the emphasis on funding being directed to the classroom, there may be some question about the wisdom of continuing this practice. However, monies have been allocated for this purpose within the stub year budget.

Consideration also needs to be given to blending the two functions into one since the merger has occurred and the new Board is actively in operation.

At this point, a tentative booking exists from the previous City Board for the retirement reception. Under the reorganization being experienced, it would be preferable to postpone the reception until the commencement of the next school year with appropriate notification being forwarded to retirees.

From administration's point of view, such a rescheduling would be very helpful but it is for the Board to determine its preference in this regard.



#15
THE HAMILTON - WENTWORTH DISTRICT SCHOOL BOARD

100 MAIN STREET WEST, P.O. Box 2558
HAMILTON, ONTARIO L8N 3L1

TELEPHONE: (905) 527-5092

M E M O R A N D U M

TO: Trustees
FROM: The Director of Education
RE: School Trips

Recommended Action:

It was moved by _____, seconded by _____: That the following trip requests be approved:

- a) Grades 11 to 12, Mountain Secondary School, Outdoor Education - Grand River, On. on June 3, 1998;

Trips to Canada's Wonderland, Toronto, On.

- b) Grades 11 to 12 (Entrepreneurial Class), Mountain Secondary School on May 28, 1998;
- c) Grades 9 to 12, Mountain Secondary School, Graduation Celebration on June 5, 1998.

Rationale:

As per policy.

Please note that the request forms were received too late for inclusion with the Business Committee agenda.

May 19/98
rt

C O R R E S P O N D E N C E

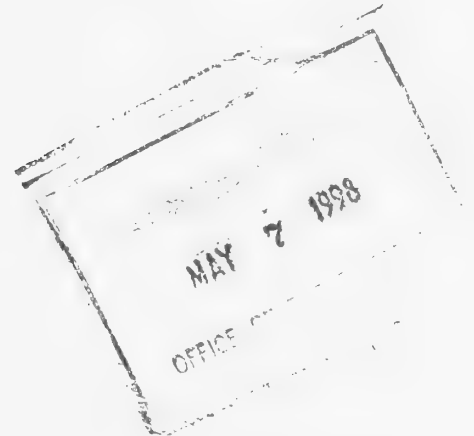
REGULAR BOARD
MAY 21, 1998

#19

129 Chesley St.,
Hamilton, Ontario L9C 3V9

May 6, 1998

Mr. Al Greenleaf, Director Secretary,
Hamilton Board Of Education,
100 Main St. W.,
Hamilton, Ontario L8P 4Y5



Dear Mr. Greenleaf:

This morning I spoke with your secretary Mary-Lou in regard to the "roadway" adjacent to James MacDonald Elementary School.

Over the past few years I have spoken to various persons, including Dwayne O'Connor regarding the deplorable state of this asphalted section which extends along the front of the school and continues to the rear in a circle for vehicles to exit back out from the school property. I am very disgusted that every time I have spoken to someone from the Board the matter was put on the "back burner" due to supposedly lack of funds or cut in budget. I had discussed this matter with Mr. Pike the principal who was formerly at the school and he assured me that he would contact persons who should respond and did tell me that two different firms were submitting their bid on the job. As far as I am concerned there has been nothing concrete done to resolve this problem. I believe at some point last year a small amount of asphalt was placed sloppily in to two of the several potholes and it has since broken up again.

I am a local resident who has lived in the area for many years and paid taxes and have volunteered at this school over the years. I feel that it is time that this problem be rectified and very soon before a serious injury occurs. There are many residents of the neighbourhood who have expressed concern, but it seems not to have made any impact. I also have mentioned this problem to Wes Hicks our trustee, but he has made no attempt to follow up on it.

There are so many other schools in this city which have been kept up much better both inside and out, and I feel it is unfair that this school has been "let go" so to speak. It certainly has a very "tired" look to it and could use some face-lifting.

I would hope that you will look into and come forward with some positive measures to correct this situation very soon . I have placed a call to our alderman, Mr. Frank D'Amico to brief him on same.

Hoping to hear from you in the very near future.

Yours truly,

Mrs Betty Haylock

Mrs. Betty Haylock

/bh

Phone: 388-0374

#20

Dianne Hicks
3034 Hwy 56
P.O. Box 478
Binbrook, Ontario
L0R 1C0
home#692-3869
business#631-4632

Mr. Allan Greenleaf
Director and Secretary of the Hamilton-Wentworth Board of Education

Dear Mr. Greenleaf,

I am enclosing a copy of a letter I sent to the principal of Bellmoore School in Binbrook, Ms. Lin Hart. I am aware that certain parents may present to the board their concern over the sex education video and elements of the curriculum that are being presented to our students at Bellmoore. I feel that it is necessary for the board to hear alternative views before making any decisions.

I have spoken to many parents from our school and parents on our parent council who are satisfied with the curriculum and who have no objections to the use of the video. Unfortunately, when people are content they are not compelled to write to voice their opinion. Therefore it is unfortunate that this silent majority can be forgotten when deciding such issues. I am the chair of the Bellmoore School Council so I am aware of all the issues involved and how difficult such a sensitive issue is to resolve. Today I am only writing as a concerned parent. The parents at Bellmoore were given the choice as to whether our children participated in the program. I ask the board to respect my informed choice which I outlined in the letter to Ms. Hart.

I respectfully request that you read this letter and the accompanying letter to the board. Thankyou in advance.

Sincerely,

Dianne E. Hicks

Dianne Hicks

cc. Mr. Bruce Wallace
cc. Ms. Krys Croxall
cc. Ms. Lin Hart

MAY 14 1998

OFFICE OF THE DIRECTOR

20-1

Rob & Dianne Hicks
3034 Hwy 56
P.O. Box 478
Binbrook, Ontario
L0R1C0

May 12, 1998

Ms. Lin Hart
Bellmoore School
Binbrook, Ontario

Dear Ms. Hart,

We are writing to you as parents of a grade 5 student in Bellmoore school. We are supporters of the mandatory Sex Education program currently being studied at our school. We are also in favour of augmenting the program with video resources. Students at this age level can only absorb a limited amount of verbal information however the visual presentation will greatly increase the understanding and retention of the material. We are aware of the controversy being expressed by one parent in the class. Since this parent has the option of withdrawing their child from this part of the curriculum, we do not feel the remainder of the class **-the silent majority-** should be deprived of this resource.

We sincerely hope that the program will continue as planned under the direction of the teachers and the public health nurse. We believe the only way to combat the problems that our children will face during puberty and adolescence is by giving them sufficient knowledge while stressing respect for themselves and the responsibility for their actions

Sincerely,

Rob Hicks Dianne E. Hicks

Rob & Dianne Hicks

cc. Ms. Cull & Ms. Stempski
cc. Ms. Krys Croxall
cc. Mr. Bruce Wallace
cc. Mr. Al Greenleaf

#21

MAY 6 1998
OFFICE OF THE DIRECTOR
OF EDUCATION

Dear Mr. Allan Greenleaf
Director & Secretary

I would like to express my concerns about why I don't agree with a no nit policy.

In the last four years I have dealt with head lice repeatedly. So I feel that I have a reason to hate head lice more than others whom has never experienced it.

Mrs. W. Tweed is trying to enforce a no nit policy, she has never experienced it on her children. She does not know how all this affects the kids, nor will she listen.

In the past 3-4 months they have tried to enforce it in our school. They have gone about it all wrong. And this is how they want it to be carried out if approved by you. The teachers agree with me and feel this is no good. They feel that there are more important issues to be concerned about.

I have 2 out of 3 daughters who's had it more times than I can count. The volunteers first go through classes, if they see live lice or a few nits, they hand out a bright pink sheet of paper out to the kids. So now

everyone in their class know.

They tease and bullying the victims, calling names, mean ones, some only have a few nits, but the kids assume they have the bugs because the notes are the same. The note tells the parents that your child cannot come back to school if there are any nits left.

The next day we have to line up at the office for rescreening, waiting in line, all the kids no why they are there. Now there is more teasing or bullying and no privacy.

This no nit policy in my eyes is a real "freak show". My child comes home in tears and doesn't want to go back to school because of all this. "This is so stressful on us all".

Then the parent helper checks, finds a few missed ones so small, then they say I think you should go home and work on her some more. In my case I kept her out of school the whole day and worked on her that whole entire day, til we were both in tears, from stiffness, hair pulling, stiff necks. I can't tell you how stressful that is on the child and the entire family.

It is hard on the child not being accepted back into school, they feel that they are different they have germs, etc. Meanwhile there are children in the classrooms with runny noses some even into their mouth. YUK. but they are allowed to stay at school.

It is almost impossible to see all nits. A child being young just can't sit still for very long, the lighting might not be great, the combs do not work, it hurts the child pulling at the hair to remove the nits, sheds many tears, and the colour of the hair can be difficult to see them.

Please don't pass this "no nit policy." It's not necessary and on the wrong hands it can destroy our children's self images and it is bullying them.

A hate head lice and I would like never to see it again too but this is not the way. Hurting our children, taking away all their privacy, this has to stop. My children have been hurt enough over this no nit policy.

We all can help, parents keeping a close eye out for itching, treating when necessary, keeping hair tied back, avoiding head contact is all that is necessary. We don't need a no nit policy.

Thank you for listening to me.

Sincerely,

Mrs. J. Ellenbacher

Don't know Public School

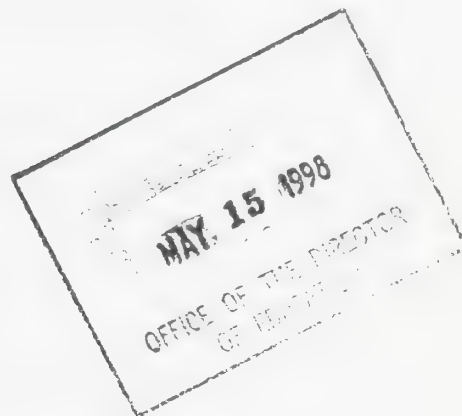
#22

MAYOR'S COMMITTEE AGAINST RACISM AND DISCRIMINATION

1998 May 12

The Hamilton Wentworth District School Board,
100 Main Street West,
P.O. Box 2558,
Hamilton, ON L8N 3L1

Attn: Mr. Al Greenleaf, Director



Dear Mr. Greenleaf:

The Mayor's Committee Against Racism and Discrimination has recently undergone restructuring and will commence meeting again on a monthly basis in the near future.

As in previous years, the Committee has pleasure in inviting the Hamilton Wentworth District School Board (formerly the Hamilton Board of Education) to appoint a representative to sit as a non-voting resource person on the Committee.

In the past, one of the most important objectives of the Mayor's Committee Against Racism and Discrimination has been education. We anticipate that this will again be one of the primary focuses of the Committee and hope that you will be able to assist us, and allow us to assist you in this vital area.

A copy of the revised Policy Guidelines and Associated Procedures is attached for your information.

If you have any questions in this regard, please do not hesitate to contact Committee Secretary, Stella Glover, at (905) 546-3993.

The Committee looks forward to hearing from you.

Yours truly,

Alderman Marvin Caplan,
Co-Chairperson,
Mayor's Committee Against Racism and Discrimination

**POLICY GUIDELINES AND ASSOCIATED PROCEDURES
FOR THE CITY OF HAMILTON'S
MAYOR'S COMMITTEE AGAINST RACISM AND DISCRIMINATION**

THE HAMILTON MAYOR'S COMMITTEE AGAINST RACISM AND DISCRIMINATION

A Committee of City Council Will Deal With Issues Relating to Racism and Discrimination

1. The Hamilton Mayor's Committee Against Racism and Discrimination will hereafter be called "The Committee".
2. The Committee will consist of ~~seven~~ citizen members. The Committee will also include the Mayor and two Aldermen. **[total 10]**
3. The Committee should strive to be reflective of the diversity in the community.
4. The Committee shall conduct monthly meetings excluding the months of July, August and December, at dates and times to be determined, or at the call of the Chair.
5. The Mayor will be the Honourary Chairperson (hereafter referred to as "Chairperson") of the Committee and will appoint one of the Aldermanic members to be a Co-Chairperson. The Committee members will elect a Co-Chairperson from the citizen members. The Co-Chairpersons shall alternate presiding over meetings and activities of the Committee in the absence of the Mayor.
6. The Committee will recommend seminars and programmes for the development of its members.
7. The Committee Secretary, a Legislative Assistant appointed by the Clerk's Office, will be responsible for attending and recording regularly scheduled meetings.
8. The Committee will be responsible for financial, media, mediation, membership, and public awareness issues, to be dealt with at the regularly scheduled meetings.
9. The Committee may strike any Ad Hoc Committee for a special project, event or issue as (if) the need arises.
10. Non-voting resource persons from the following list shall be invited to attend the meetings of the Committee:
 - City and Region - Human Resources Department
 - The Corporation of the City of Hamilton - Union Representative
 - Hamilton-Wentworth Regional Police

22-2
1998 February 24

- Hamilton-Wentworth District School Board
- Hamilton-Wentworth Catholic District School Board
- Hamilton & District Labour Council
- Council of Churches
- Ontario Anti-Racism Secretariat

Other resource persons as may be required will be invited to attend as well.

1 Jones St. N. #200 -
Human Rights Commission
521-72-44

Citizenship Culture & Recreation

1998 February 24

TERMS OF REFERENCE

The Mayor's Committee Against Racism and Discrimination recognizes that the inherent dignity and the equal inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world and is in accord with the Universal Declaration of Human Rights as proclaimed by the United Nations.

And, since it is public policy in Ontario to recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination that is contrary to law, and having as its aim the creation of a climate of understanding and mutual respect for the dignity and worth of each person so that each person feels a part of the community and able to contribute fully to the development and well-being of the community. These principles have been confirmed in Ontario by a number of enactments of the Legislature and it is desirable to revise and extend the protection of human rights.

Therefore, it shall be the duty of the Mayor's Committee Against Racism and Discrimination to:

1. Advise and consult with the Mayor and to report to City Council, on relevant issues relating to anti-racism and anti-discrimination in the community of Hamilton and area.
2. To outreach to Native Communities in an effort to learn, understand, respect and convey the special status of Native peoples (Aboriginal of this Country), as well as their rights, whether it be Aboriginal or Treaty.
3. To work actively with the Hamilton-Wentworth Regional Police Services, the Hamilton-Wentworth District and Catholic District School Boards, and other relevant organizations and institutions to foster a spirit of mutual understanding of issues pertaining to racism and discrimination.
4. Encourage every person, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability, to engage in programmes for the improvement of community relations and the fulfilment of Human Rights.
5. Initiate and facilitate discussions between individuals and/or groups to lessen tensions and promote understanding in the community.
6. Receive, review, facilitate and offer assistance to complainants as required on matters of tension, prejudice, racism and practices of discrimination.
7. Make recommendations to the Municipality on issues relating to Employment Equity as well as issues promoting Anti-Racism and Anti-Discrimination.

1998 February 24

SELECTION OF MEMBERS TO COMMITTEE

1. Application for membership to the Committee will be invited by advertisement in the local media and letters sent to minority and community organizations in the Hamilton area requesting their interested members to apply for membership on the Committee.
2. Criteria for selection of members for the Committee will be primarily the applicant's involvement in and commitment to combatting racism and discrimination within the community. The Committee complement should be representative of the various groups within the community.
3. The Selection Committee will consist of the Committee Chairperson, past citizen Co-Chairperson, and two Aldermen. A quorum of three members is required for the Selection Committee.
4. The Mayor will call the first meeting of the Committee in January. At this first meeting, members will select the citizen Co-Chairperson by secret ballot.
5. The names of those selected will be presented to City Council at the next scheduled meeting.
6. Members are expected to attend all meetings on a regular basis. Members who are absent from **two** consecutive meetings without due cause, will be advised in writing that they shall cease to be a member.

1998 February 24

CONDUCT OF BUSINESS IN THE COMMITTEE

1. The Chairperson, or in the absence of the Chairperson a Co-Chairperson, shall preside and shall have a vote on all questions submitted. In case of an equal division the question shall be decided in the negative.
2. A quorum shall consist of 6 Committee members.
3. Excluding the months of July, August and December, the Committee shall conduct monthly meetings, at dates and times yet to be determined.
4. Special meetings may be arranged at the call of the Chairperson. Special meetings may also be requested by a minimum of six Committee members, upon the provision of one weeks notice.
5. Annually, in October the Committee shall determine its projects e.g. dinners, workshops, manuals, for the new year in order to plan the agenda and calculate budget requirements.
6. Expenditures exceeding \$50.00 must be approved by the Committee.
7. Attendance at conferences, workshops, seminars etc. shall not be limited solely to the Co-Chairpersons.
8. It will be necessary for a member who has attended a conference, workshop, or seminar on behalf of the Committee, to prepare a written report on the event, and present the report at the next regularly scheduled meeting.

22-6

1998 February 24

APPLICATION PROCESS

Citizen members will be selected on the basis of experience, awareness of anti-racism policies, membership in native groups, various Hamilton community groups or agencies serving the needs of such groups.

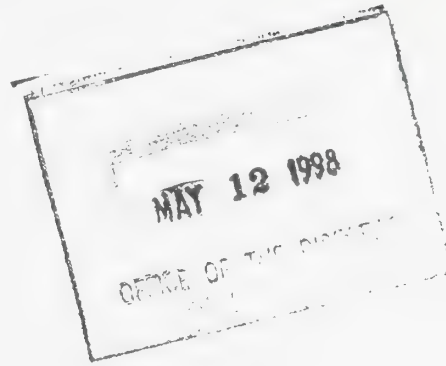
City Council encourages the submission of applications by individuals who may be considered for appointment to the Committee. Submission should include a biographical note including his/her qualifications and experience as well as an indication of the nominees' willingness to serve.

Applications should be forwarded to the City Clerk's Department, Membership, Mayor's Committee Against Racism and Discrimination, City Hall, 71 Main Street West, Hamilton, ON L8P 4Y5

02/20/98

#23(a)

Mr. Allan A. Greenleaf
Director and Secretary
Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, ON
L8P 1H6



April 27, 1998

Dear Sir,

On behalf of the parents of Guy B. Brown School, we are writing to express our concern that our school may not have a full time teacher-librarian for the next school year. We believe that a fully functioning library is vital to our children's learning and cannot be compromised without seriously putting the education of our children at risk.

To cope with cutbacks, our librarian is increasingly called upon to identify and prepare resources needed by teachers as they plan their units. She knows the curriculum for each grade and must order appropriate materials to complement those used in the classroom. In addition, she is one of the few staff members who works with the students all the way from Kindergarten to Grade 6, and thus she provides much needed continuity for our children.

With the high level of public concern about literacy in our society, it is inconceivable that the school board would reduce the level of teacher-librarian service at Guy B. Brown or any other school. Literacy is at the heart of the new curriculum guidelines provided by the government and is supported by parents across the province. Thus, any attempt to dilute our commitment to literacy is seen as a potential handicap for our students as they strive for success in their education.

Therefore, the Home & School and School Council of Guy B. Brown urge the Board to resist the temptation to reduce the level of support for our library in order to meet fiscal targets that do not take into account the needs of our children.

Respectfully,

Linda Owens
President
Guy B. Brown
Home & School Association

Betty Thompson
Acting Chair
Guy B. Brown
School Council

#23(b)

MR. Allan A. Greenleaf,
Director and Secretary,
Hamilton Wentworth District School Board,
100 Main Street West,
Hamilton, Ontario
L8P 1H6

Dear Sir:

I am writting on behalf of the Bellmoore School Advisory Council, in regards to a letter we received from the Fressenden School Advisory Council expressing their concerns over the possible loss of their school librarian.

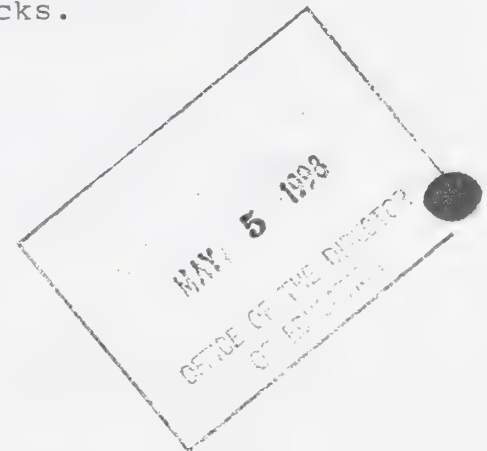
We feel that the loss of a librarian in any school would seriously effect all children as they relie heavily on these individuals. Librarians provide a vital service in our schools.

In closing we ask that the position of school librarian be reassests prior to any more additional cut backs.

Thank you for your time.

C. Barnes

C. Barnes
Bellmoore School Advistory Council



23 (C)

Mr. Allan A. Greenleaf
Director and Secretary
Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, ON L8P 1H6

105 letters received
to date (1998 05 19)

Dear Sir:

As the parents of Fessenden students, we are very concerned that our school may not have a full time teacher-librarian next year. We believe that a fully-functioning library is vital to our children's learning and cannot be compromised without seriously putting their education at risk.

To cope with cutbacks, our librarian is increasingly called upon to identify and prepare the resources needed by teachers as they plan their units. She knows the curriculum for each grade and must order appropriate materials to complement those used in class. In addition, she is one of few staff members who works with students all the way from Kindergarten to Grade 6, so she provides much needed continuity for our children.

With the high level of public concern about literacy in society, it is inconceivable that the School Board would reduce the level of teacher-librarian service at Fessenden or any other school. Literacy is at the heart of the new curriculum guidelines provided by the Government, and the increased rigor demanded by the curriculum is supported by parents across the province. Thus, any attempt to dilute our commitment to literacy is seen as a potential handicap for our students as they strive for success in their education.

Therefore, we, the undersigned, urge the Board to resist the temptation to reduce the level of support for our library in order to meet fiscal targets that do not take into account the needs of our children.

Respectfully,

Name (Please print):

Elaine McCardie

Address:

45 Cumming Court Ancaster Ontario

Phone Number:

905-648-5494

Signature:

Elaine McCardie

#24

THE HAMILTON COUNCIL OF HOME AND SCHOOL ASSOCIATIONS



Mr. A.A. Greenleaf,
Director of Education
and Secretary of the Board,
Hamilton-Wentworth District School Board,
100 Main Street West,
Hamilton, Ontario.

c/o 18 Bentley Place,
Hamilton, Ontario
L9C 2R4

Dear Mr. Greenleaf,

At their annual meeting in London the Board of Directors of the Ontario Federation of Home & School Associations (OFHSA) granted the privilege of hosting their 1999 Annual Conference and General Meeting to the Hamilton and Wentworth Councils of Home & School Associations. The conference is scheduled to be held from April 9th to 11th, 1999 at the Royal Connaught Howard Johnson Plaza Hotel in downtown Hamilton. Over four hundred delegates are expected to attend Conference '99.

The members of our Councils are excited by the opportunities this conference offers: the opportunity to showcase our region, our board, our programs and, most importantly, our students; the opportunity for our members to experience their federation at a regional and provincial level, and gain a better insight into Home & School; and the opportunity for our two Councils to work together on a project which benefits our organizations.

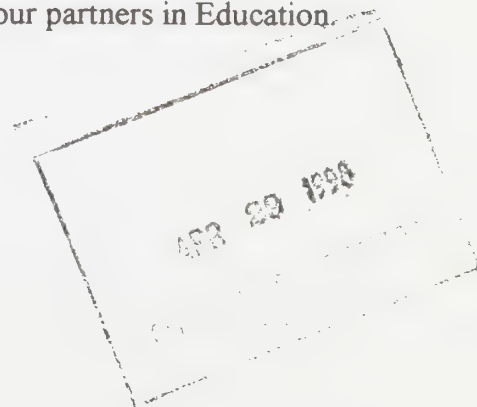
It is our sincere hope that the members of the Hamilton Wentworth District School Board will view this conference as an opportunity to show how parents, educators and administrators can pull together and work together toward a common cause. The support of the Board is always appreciated by Home & School, and is vital to the success of the Conference.

At the 1992 Conference in Hamilton the delegates were challenged to "Dare to Dream". An invitation has been extended to Home & School members from across Ontario to return to Hamilton in 1999 and see their "Dreams Take Flight".

We extend the same invitation to you and the members of the Board, our partners in Education.

Sincerely,

Mary Agro and Lee Gowers
Co-chairs of Conference '99





#25

QUEEN MARY PUBLIC SCHOOL

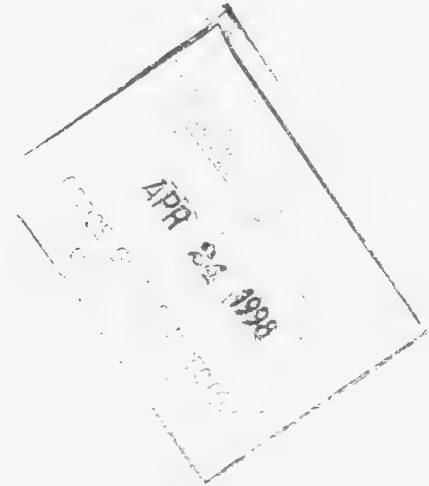
1292 Cannon Street East, Hamilton, Ontario L8H 1V6

Telephone: (905) 547-0321

Charles B. Hogg,
370 Walkers line,
Burlington.

Mr. R. Mulholland,
Chair, H. W. D. S. Board,
100 Main Street West,
Hamilton.

Mr. A. Greenleaf,
Director/ Secretary,
Hamilton Wentworth District School Board,
100 Main Street West,
Hamilton.



Dear Sir.

This letter is being written to you on behalf of the late Mr. M. David Brown, recently retired from the former Hamilton Board of Education and the late chair of the Hamilton Board (Wentworth District incl.) Archives Committee and founder of same.

This letter is also written in my capacity as executor of the estate of the late Mr. Brown and as a long time employee of the Hamilton - Wentworth District School Board.

Mr. Brown's personal acquisitions of archival materials cover not only the former Hamilton Board but also the surrounding boards of education (Barton etc.) that eventually formed the Wentworth County Board of education.

Before his death, Mr. Brown expressed several important wishes to both my wife and myself and to Mr. Bruce Hosking, co-executor of the estate.

The last wishes of Mr. M. David Brown are as follows:

(a) That continuance of the leadership of the archives be transferred to Mr. John Aikman and/or to Mr. Murray Aikman. The former has already done much to inventory and computerise the myriad of materials contained at the archives. He has also done extensive work

in curriculum development on the economic, commercial and educational development of the county. So too, has this man already established contact with county educators interested in the archives aspect, as such, of the new board of education. The latter (Murray) has already distinguished himself as the author of several school history books and is also the editor of the recent 150th Anniversary book. He is also a strong link with the Head of the Lake Historical Society". Mr John Aikman is recently retired from the board of education and has numerous contacts throughout the present new district school board in both the elementary, high school and care taking panels. Mr Murray Aikman has similar contacts and is presently an educator at the Stinson Street School.

(b) That no flowers be sent to his funeral but rather charitable donations be made to the Ham. Brd. of Ed. FOUNDATION...earmarked for the ARCHIVES -in order to establish a small working fund for the maintenance and acquisition of materials...(this has already been done).

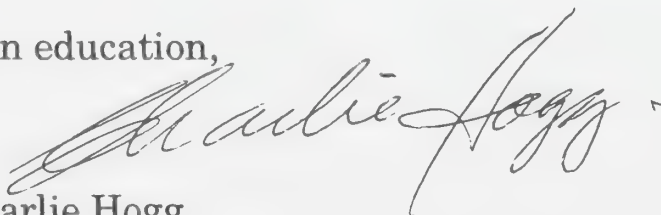
(c) That the future of the archives be secured by some appropriate action of the board (Motion etc).

(d) That given the realization of the above, his extensive personal archival collection be donated to the "Hamilton- Wentworth District School Board Archives".

As stated a great deal of work has, out of necessity, already been done in order to facilitate a smooth and supportive transition.

It is my sincere hope that this letter meets with your approval and support. I look forward to meeting with you at your earliest convenience to discuss the matters outlined.

Yours in education,



Mr. Charlie Hogg

c.c. Mr. R. Mulholland ✓

Mr. A. Greenleaf ✓

Mr. M. Matier



#26

ONTARIO SCHOOL BOARDS' INSURANCE EXCHANGE

105 Silvercreek Parkway N., Guelph, Ontario N1H 6S4 Tel: (519) 767-2182 1-800-668-6724 FAX: (519) 767-0281

Website Address:

<http://www.osbie.on.ca>

e-Mail Address:

info@osbie.on.ca

April 23, 1998

Allan C. Greenleaf
Director, Secretary of the Board
The Hamilton-Wentworth District School Board
357 Wilson Street East
ANCASTER, Ontario
L9G 4B7



Dear Allan Greenleaf:

Subject: **HELP FROM A TRUSTWORTHY FRIEND**

One of the many items that will require your attention throughout negotiations with employee groups will be the review and consolidation of employee benefits. You probably have already received numerous letters offering assistance and support through this process. This is one with a difference.

The Ontario School Boards' Insurance Exchange (OSBIE) as part of its commitment to meet the needs of school boards sponsors OSBEB, a group program for employee benefits. OSBEB's Advisory Committee is comprised of officials from member school boards who keep the program's stakeholders well informed and positioned. This allows us to take proactive steps towards solutions for our members -- a service that continues to prove valuable. It also ensures that program governance is in the right hands-- the hands of the members -- as opposed to the insurers.

You can benefit from OSBEB in two ways. As a full service provider, the program provides a consulting firm (Heath Benefits Consulting Inc.) and an insurer. Alternatively, you can join the program simply for its preferential arrangement with the insurer, using your own advisor.

OSBEB's track record speaks for itself. We now have 16 members, who generally maintained existing benefits when joining OSBEB, and saved money. Our contractual arrangements with our insurer and advisors have ensured that these savings endure from year to year.



For some of our members, our consultants have already prepared reports on amalgamating benefits, to be used as a template for negotiations. **The key is their ability to translate your objectives and expectations into results that can be achieved at the bargaining table.** The feedback thus far has been positive -- perhaps we could help you in a similar way.

It is particularly important to note that, as a member of OSBEB, the full costs of this process are included in the management fee within the program rates. There are no additional fees.

Enclosed is an outline of our prototype process. Naturally, it is varied to meet each school board's unique needs. However, as you will see, it provides a composite and complete solution to a most complex challenge.

Hopefully, this brief letter begins to portray the merits and value of the OSBEB program. In the near future, our consultant, Heath Benefits Consulting Inc., will be calling you to discuss your needs and OSBEB. We would be pleased to meet with you thereafter should you wish to discuss any aspect of the program.

Yours sincerely,



Diane Brunetti
Underwriting Co-ordinator

Benefits Amalgamation

When selecting an advisor to help you negotiate the stormy waters of amalgamation, experience is key. The background knowledge and experience that the Heath Benefits Consulting team has gained through our existing relationships with OSBEB will help you maintain a clear course to your desired objective.

By following our step-by-step approach, the new District Board may identify savings and efficiencies in employee benefits. We have provided the following service, without charge, to OSBIE members who required an overview of their benefit programs inherited through amalgamation. The following suggested process has worked well for us, thus far:

- ◆ Hold a strategy meeting to prioritize objectives, establish roles, and responsibilities.
- ◆ Create an action plan from this. Ask for top level commitment.
- ◆ Meet with the members of your staff, and perhaps unions, to determine:
 - the current procedures for benefits administration;
 - the service expectations of employees using the plans;
 - what benefits employees appreciate and what changes they would like to see; and
 - what communication vehicles are currently employed.
- ◆ We will then undertake a thorough review of your existing plan, and suggest where changes can be made. Cost savings will be identified, and rationale will be detailed.
- ◆ We are available to assist you with negotiations, if desired.
- ◆ We suggest a meeting with the new District Board to finalize the new program design and obtain decisions on:
 - funding;
 - administration
 - implementation
 - communication
- ◆ If needed, a market review can be conducted and a new insurer identified.
- ◆ Finalize the implementation plan with the new insurer using the results of a meeting.
- ◆ Implement the new amalgamated program.

Outsourcing Benefits Administration

Heath Benefits Consulting can provide an efficient and cost-competitive alternative to your current arrangement that may meet your short and long-term needs. As this is an area where much of our work is customized for each client, we suggest you contact us if more information is required.

Claims Analysis

Heath Benefits Consulting can perform a claims analysis to compare your plan design, costs, financial and administrative arrangements to other school boards. The review may identify cost containment opportunities.

Heath Benefits Consulting has developed a database and claims analysis methodology of particular interest to our public sector clients. The database, which contains information on both public and private sector plans, allows us to benchmark the performance of their benefit plans on the following criteria:

- current pricing and funding arrangements;
- administration procedures and processes;
- benefit plan design; and
- the sources of rising benefit costs.

Attendance Management

Heath Benefits Consulting has worked with many clients to develop cost-effective solutions to managing your absences. Our approach balances employer and employee interests, and benefits both. The process and the outcome needs full support of all groups (management, union and administrative) and their positive involvement in the design, implementation and management of the program.

Our clients have achieved substantial savings from these initiatives.

#27

**Hamilton Wentworth
District School Board**

Memo

To: Al Greenleaf
Director of Education and Secretary of the Board

From: Kathie Hibbins
Project Team Leader, Social and Interpersonal Skills

Date: 05/04/98

Re: OSSTF Bob Brooks Award



Marguerite Botting has asked me to let you know that Maxine Lane, Social Worker at Robert Land School has been selected as the recipient of the OSSTF Bob Brooks Award for excellence in school/community relations. Maxine was nominated by her school principal in recognition of her many contributions to the Robert Land Community.

I am not sure of the details but understand that this award will be presented to Maxine at the end of May. Gail Glenny-Burke, Social Worker at Sanford Avenue or Susan Hamm, Speech Pathologist and PSSP President may be able to provide you with more details if needed.

Kathie Hibbins

#28



Fax (905) 574-8166

Phone (905) 574-8285

ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION

District 8 Office

1423 Upper Ottawa, Units 2 & 3

Hamilton, Ontario L8W 3J6

April 8, 1998

Mr. Al Greenleaf
Director & Secretary
Hamilton-Wentworth District School Board
100 Main St. W.
Hamilton, ON L8N 3L1



Dear Mr. Greenleaf:

I am currently on Board approved leave for Federation business. Please accept this letter as my official request to return to teaching in the Hamilton-Wentworth District School Board secondary school system for September of 1998. As per Article 30 of the Collective Agreement I expect to return to the position of Dept. Head of History.

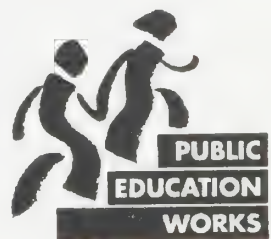
I appreciate your consideration in this matter.

Yours truly,

A handwritten signature in cursive script that reads "Brian".

Brian Radke
Teachers' Unit Vice-President

BR:js
cc D. Russon
H. Sims



#29

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD SPECIAL EDUCATION ADVISORY COMMITTEE

100 Main Street West
Hamilton, Ontario
L8N 3L1

28 April 1998

Wayne Joudrie
Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, Ontario
L8N 3L1



Dear Wayne,

As members of the Special Education Advisory Committee for the Hamilton-Wentworth District School Board, we want to express to you our appreciation for your long service to the Wentworth S.E.A.C. and to special education. Through the years we have worked with you, those of us in Wentworth have valued your commitment, your openness, your accessibility, and most of all your dedication to the causes all of us hold dear. You have brought both breadth of knowledge and ability and depth of caring to the education of all the students in the county.

We will certainly miss you at future S.E.A.C. meetings, but we know that you continue to work for the best possible education for all the children of Hamilton-Wentworth. We look forward to our paths crossing from time to time.

We wish you all the best in the new responsibilities and opportunities of the amalgamated Board.

Sincerely,

Jessie Linn O'Leary-ASO
Robert Macdonald LDAC
W. E. Kippelen
Dyan Shields
She Brantiger
E. A. Thuyke
Carmela Vedic

S.E.A.C. Members

Denny Harper
Janice Tomlinson

Alan Mowse
Allen Kippelen
Bruce Pappas
Al H.
Charlotte Mahovich
Valerie H. Justineau TESS
Denny Shepard
and Linda Gargier

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD SPECIAL EDUCATION ADVISORY COMMITTEE

100 Main Street West
Hamilton, Ontario
L8N 3L1

28 April 1998

Elizabeth Bond
Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, Ontario
L8N 3L1



Dear Betty,

As members of the Special Education Advisory Committee for the Hamilton-Wentworth District School Board, we want to express to you our appreciation for your long service to the Hamilton S.E.A.C. and to special education. We are aware that your commitment to the best educational opportunities for all the students in the Board's jurisdiction has meant many hours of devoted work, day and night, both locally and provincially. The Hamilton S.E.A.C. has been privileged to have your dedication applied to the causes that are important to us all.

We will miss you at our meetings in the future but know that we, and the students of the Hamilton-Wentworth District School Board, will continue to benefit from your commitment and caring.

We wish you all the best in the new responsibilities and opportunities of the amalgamated Board.

Sincerely,

Jessie Lums - Obit - ASO
David Pines - LDAO

Mr. F. Kipp
Dyan Shields
Sue Brubaker
D. F. Stupp
Carmela Vidic

S.E.A.C. Members

Nancy Harper
Janice Tomlinson

Aary Moner
Allan Kappelman

Bruce Popko

Charlotte Vahovich

Dicky Kim Jasiewicz TESS

Bruce Shepard
and Helen Dalglish

#30

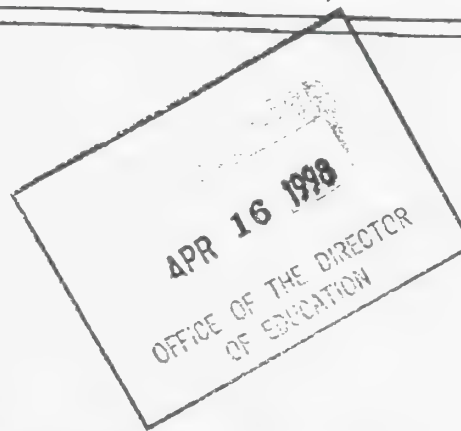
Academic Challenge League

c/o Westmount Secondary School
39 Montcalm Drive
Hamilton, Ontario L9C 4B1
Canada

Phone 905-385-5395
Fax 905-574-0989

April 15, 1998

Mr. A. Greenleaf, Director
and Secretary to the Board
Hamilton Board of Education
Hamilton, Ontario



Dear Sir,

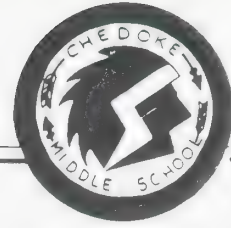
I apologize for the short notice of this invitation, but it was an oversight. Each year, we have been honoured by having the Director present the trophy to the winning team at the final tournament game at the studio of Cable 14 at 150 Dundurn Street South. The final game is scheduled to be taped at 1:30 p.m. on April 24th. You would be welcome to attend for the taping of approximately one half hour duration. However, if time is a constraint, you could arrive for 2:00 p.m. as the presentation is made at the end of the program and the taping has to be interrupted anyway to set the stage and rehearse the presentation. The Hamilton Board has been a strong supporter and sponsor of our league for many years and we look forward to the same relationship with the new amalgamated Board. Should you not be able to perform this duty on such short notice, would you be good enough to arrange for a Superintendent or Trustee to stand in your place? These programs, three in number, will be telecast as part of Education Week activities. The Information Department has also been good enough to photograph the presentation for publicity of our program. Please let me know at your earliest convenience if you will be able to participate or the name of your designate.

Sincerely,

Ron Crawford, Secretary

#31

CHEDOKE MIDDLE SCHOOL



500 BENDAMERE AVENUE
HAMILTON, ONTARIO
L9C 1R3
TELEPHONE: 388-5834

May 7, 1998

Mr. Al Greenleaf
Director of Education & Secretary of the Board
Hamilton Wentworth District School Board
100 Main Street West
Hamilton, Ontario

Dear Al:

I would like to thank you for taking the time from your busy schedule to join the staff and students of Chedoke Middle School at McMaster University on May 6, 1998.

You had an opportunity to experience one of our Extended Studies Days first-hand.

Our students spoke with excitement and energy as they reviewed and shared their individual sessions the next morning within their advisor groups.

As the funding for public education changes, it is critical for those of us who have been charged with educational leadership to reach out to our communities in order to utilize the expertise and experiences available to us.

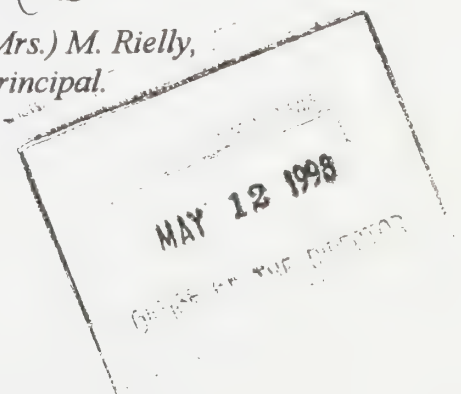
Thank you again for involving yourself in our educational journey into Health and Sciences at McMaster.

Your truly,

(Mrs.) M. Rielly,
Principal.

MR/ap

cc - S. Thompson, Superintendent of Education
- L. Hoult, parent



#32

Ministry of Education
and Training

Minister

Mowat Block
Queen's Park
Toronto ON M7A 1L2
Telephone (416) 325-2600
Facsimile (416) 325-2608

Ministère de l'Éducation
et de la Formation

Ministre

Édifce Mowat
Queen's Park
Toronto ON M7A 1L2
Téléphone (416) 325-2600
Télécopieur (416) 325-2608



Ontario

April 23, 1998

Allan A. Greenleaf
Director of Education and
Secretary-Treasurer
The Hamilton-Wentworth District
School Board
P.O. Box 2558
100 Main Street West
Hamilton, Ontario
L8N 3L1

Dear Allan Greenleaf:

Thank you for your letter in which you express your board's disapproval of the cancellation of the Society for Educational Visits and Exchanges in Canada (SEVEC) Program.

SEVEC's exchange programs were funded by the Ministry of Education and Training, the federal government, as well as through participation fees. With the federal government pulling out of direct funding to SEVEC, Ontario could no longer justify being the sole provider of funds for interprovincial exchange programs.

I appreciate being informed of your board's concerns on this matter and will keep them in mind should the SEVEC program be reconsidered by the government.

Sincerely,

A handwritten signature in dark ink, appearing to read "David J. Johnson".
David J. Johnson
Minister



#33



Bell-Stone Public School
Hamilton-Wentworth District School Board

Congratulations! Bell-Stone Public School

You are a winner of the 1997-98 POST School Recognition Program RAP Award for Quality Daily Physical Education (QDPE).

This award recognizes your achievement of the optimum standards in school Physical Education as established by CAHPERD. The school is one of 486 winners in Canada, making it **one of less than 5% of schools** who have achieved this status. Your's is a special school indeed!

We recommend that the School and the Board of Education maximize the promotional opportunity this award provides by arranging a presentation ceremony. We ask that these ceremonies take place after our national media release on May 7, 1998.

To assist the Board and the School with the ceremonies, we have included the following in this package: the school RAP Award Banner and Certificate, a list of Regional winners, promotional ideas, a sample local media release, and a CAHPERD Contact List. **These have been sent to the Board office to allow for an official presentation to the school.**

The Ministry of Education will be notified of all winning schools in your Province or Territory. As well, a congratulatory letter will be forthcoming from the Prime Minister of Canada.

The POST RAP program is made possible through the sponsorship support of **POST Cereals and the Government of Canada.** We encourage you to keep up your QDPE initiatives and will be forwarding 1998-99 application forms in the Autumn!

Congratulations again to all who made your school a QDPE winner! Be sure to send us a copy of media coverage you receive to assist us in our ongoing QDPE promotions!

Terry McKinty
Director of QDPE

In conjunction with / conjointement avec :



* Registered Trademark of /
Marque déposée de Kraft Canada Inc



1600 promenade James Naismith Drive, Gloucester, Ontario K1B 5N4
Tel / tél : (613) 748-5622 Fax / téléc : (613) 748-5737
E-Mail: CAHPERD@rtm.athveliving.ca
Courrier élect : ACSEPLD@rtm.athveliving.ca

33-1



CAHPERD  ACSEPLD

*Registered Trademark of Kraft Canada Inc

Bell-Stone Public School

of the

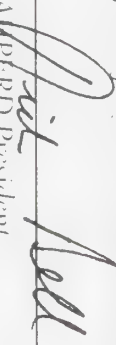
Hamilton-Wentworth District School Board

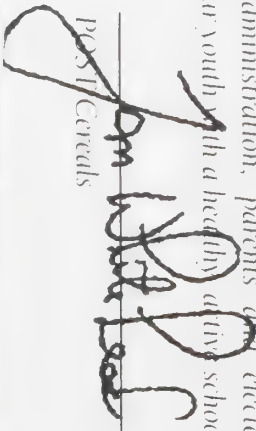
is a
QDPE School

The Canadian Association for Health, Physical Education, Recreation and Dance, through its Quality Daily Physical Education (QDPE) School Recognition Award Program sponsored by POST Cereals has developed the curricular standards necessary for the healthy growth and development of young people. This award is presented in recognition of the attainment of those school standards. Only winners of this award are allowed to promote themselves as a Quality Daily Physical Education schools.

**for
1997-98**

Congratulations to the students, staff, administration, parents and elected officials for your commitment to providing our youth with a healthy active school.


CAHPERD President


POST Cereals



PRIME MINISTER • PREMIER MINISTRE

May 7, 1998

Dear Students:

I am delighted to convey my warmest greetings and congratulations to you on having received the School Recognition Award for Quality Daily Physical Education.

Your school has shown its commitment to providing you with a well-rounded education where both physical and social needs are addressed. The members of the Canadian Association for Health, Physical Education, Recreation and Dance recognize your determination to adopt a healthy lifestyle that will help you to shape a future bright with promise and personal fulfilment. I join with them in applauding your efforts, and the unflagging dedication of your teachers as well.

May I take this opportunity to wish you the very best on this special occasion, as well as continued health, happiness and success in the years ahead.

Yours sincerely,

OTTAWA
1998

CAHPERD
Canadian Association for Physical Education, Recreation,
and Dance

QDPE STATISTICSS
POST School Recognition Award Program 1997-98

- In 1997-98, **479 schools** will receive the CAHPERD POST School Recognition Award (RAP) for quality physical education
- This is an **increase of 43** award recipients over 1996-97, a 10% increase
- **Manitoba** showed the greatest increase at 30%
- **106 schools** are **first time winners**, 234 are 2-4 year winners, and 139 are 5 year+ winners
- CAHPERD has given **2552 awards** since the official beginning of RAP in 1988. This represents approximately **1043 different schools**.
- This Award covers the school year 1997-98. All schools are eligible to re-apply **each school year**, to encourage schools to maintain their quality programs.
- RAP is part of the Quality Daily Physical Education program, developed by CAHPERD and presented with the generous financial support of **Post Cereals**.

POST School Recognition Award Winners - 1988 to 1998 - by Province

Prov.	97-98	96-97	95-96	94-95	93-94	92-93	91-92	90-91	89-90	88-89	Total
AB	123	112	99	69	55	41	51	27	28	11	493
BC	55	45	58	50	23	33	23	21	17	15	285
MB	95	75	49	40	20	20	26	25	19	12	286
NB	1	1	1	4	4	2	0	0	1	0	13
NF	9	11	12	13	11	1	6	3	4	0	61
NS	4	3	3	3	2	3	3	1	1	1	20
NWT	2	3	2	0	0	1	0	1	0	1	8
ON	127	126	133	100	80	65	59	41	27	19	650
PEI	1	1	1	2	1	1	1	1	1	0	9
QC	10	11	6	7	5	5	2	6	0	1	43
SK	48	45	49	45	17	12	11	8	2	9	198
YK	4	3	1	0	4	1	5	0	0	0	14
INTL	0	0	0	1	0	0	0	0	0	0	1
Total	479	436	414	334	222	185	187	134	100	69	2556

RAP AWARD WINNERS ANNOUNCEMENT AND PROMOTION IDEAS

SCHOOLS WHICH ACHIEVE THE CAHPERD RAP AWARD ARE SPECIAL SCHOOLS! WINNERS OF THIS PRESTIGIOUS NATIONAL AWARD SHOULD REALLY BRAG ABOUT IT! HERE'S HOW YOU CAN HELP US SPREAD THE QDPE WORD!

- Plan an awards ceremony at your school
- Invite important officials to attend (Mayor, Media Personality, etc.)
- Invite parents to attend the ceremony
- Arrange for the School Board Chairperson to present the Award Banner
- Invite the local media representatives to the ceremony
- Send out a media release to all local media telling them all about it (see a sample on the reverse side)
- Write an article on your program and submit it to provincial teachers' associations, and other LOCAL publications that might be interested.
- Send photographs, copies of certificates, and anything else that highlights your program.
- Send a copy of promotional materials, and articles to CAHPERD so we can help you spread the word.

CONGRATULATIONS AND THANKS!!

**TERRY MCKINTY
DIRECTOR OF QDPE**

This release should be modified for your school's use. You may wish to construct your own release. Be sure to promote your RAP achievement!!

Sample Media Release

"Your School" Receives National Physical Education Award

For Immediate Release - Your City/Town - Your Province/Territory - May xx, 1998

(Your City/Town) - **"Your School"** announced today that it has been awarded the national **POST School Recognition Award (RAP)** by the Canadian Association for Health, Physical Education, Recreation, and Dance (**CAHPERD**). The **POST RAP Award** is the highest school award for excellence in Physical Education in Canada.

"Your School" is one of only 486 schools in Canada to receive this prestigious award. Fewer than 5% of Canadian schools qualify for the **POST RAP** each year. It is indeed an honour!

"Winning this national award is truly a significant achievement," stated **Dr. Rick Bell CAHPERD President**, "Schools reaching this level are the only ones providing the Physical Education programs necessary for the healthy growth and development of our children. Research indicates that those who develop knowledge, skills, and positive attitudes towards physical activity in their youth go on to live healthier more active lives as adults. **"Your School"** is providing this opportunity to its students!"

The **POST Cereal sponsored RAP** is open to all schools in Canada who are eligible for the **POST RAP Banner** and national certificate. Schools interested in learning more about **Quality Daily Physical Education (QDPE)**, and the **POST RAP** should contact **"Your School"**, or one of the **CAHPERD** representatives on the reverse side of this release.

"Your School's" success in achieving this high Physical Education standard is a team success story. Physical Education teachers, classroom teachers, school administration, Parents Council, and the Board of Education have all been instrumental in making it happen! (Your School may add more specific detail here on how it happened and/or who made it happen)

For Further Information Contact: **"Your School"** representative Telephone xxx-xxxx or the **CAHPERD Representative** listed on the enclosed sheet.



1760 King Street East.

Hamilton, Ontario L8K 1V7

Business 1-416-547-8485

Crisis 1-416-547-8484

April 7, 1998

Mr. Allan Greenleaf
Director of Education
Hamilton-Wentworth District School Board
P.O. Box 2558
Hamilton, Ontario
L8N 3L1

Dear Mr. Greenleaf:

On behalf of the Board of Directors of Interval House and myself we would like to thank you and the Hamilton-Wentworth District School Board, yourself, Duane O'Connor and Darryl Sage for the assistance and support provided in obtaining a servicing easement for the property located at 630 Sanitorium Road, our new shelter.

We are quite appreciative of the time and effort taken by the Board and are most pleased we can now proceed with the development of our new residence. Once again, thank you.

Sincerely

Joyce Killin
Executive Director

JK/pj



#35

Thames Valley District School Board

DIRECTOR'S OFFICE

MEMO TO: Public School Directors of Education and Public School Chairs

FROM: John Laughlin and Heather Wice

SUBJECT: DEBENTURE DEBT

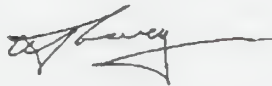
DATE: 1998 April 9

As you are aware, Heather and John along with June Timmins, Chair of Upper Canada District School Board, Don Higgins from Toronto District School Board, Janet McDougald, Chair of Peel District School Board, Liz Sandals, OPSBA and Sam MacKinlay, Financial Consultant for OPSBA met with Ministry representatives Lynn McDonald, Assistant Deputy Minister, Marc Godbout, Assistant Deputy Minister, Drew Nameth and Wayne Burtnyk on Friday, May 01 to discuss three specific issues: debenture debt; capacity and funding of short-term borrowing costs.

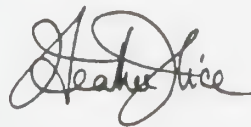
As indicated in an earlier letter to Directors, the meeting was valued by both groups particularly because of the political and administrative perspective brought to the table. Late last week, shortly before it was publically announced, we received a call from Marc Godbout indicating that there was a positive resolution on the debenture debt issue. Marc indicated that at least for the next three years the government would assume financial responsibility for debt for capital projects approved by the Education Improvement Commission up to 1997 December 31. We requested clarification as to the status of 'EIC approved projects', including projects without a Ministry allocation and those not yet debentured, as well as the long term status of the costs, and were advised that a written clarification would be forthcoming. A working committee of Superintendents of Business has been appointed to work with the government on this specific issue.

At the meeting and again on our conference call, we raised the issue of secondary school credit load and the challenges that their '7.2 credit' position presents related to staffing. Again a problem-solving approach was used and preliminary indications suggest that the government is prepared to revisit this issue. We are hopeful that this will also be resolved soon. Our working group also indicated a willingness to work together with the Assistant Deputy Ministers to draft the Report Card for board budgets.

We hope that this update is helpful. Further details will be shared as soon as they are available.



W. J. LAUGHLIN
Director of Education and Secretary



H. WICE
Chairperson

WJL/tl

D I S T R I B U T I O N

REGULAR BOARD
MAY 21, 1998

education
improvement
Commission

Mowat Block, 13th Floor
900 Bay Street
Toronto ON M7A 1L2

Tel (416) 325-1073
Fax (416) 325-1080
1-800-344-6582

Commission
l'amélioration
de l'éducation

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Dave Cooke
Co-chair/Coprésident

Ann Vanstone
Co-chair/Coprésidente

Peter Cameron
Commissioner/Commissaire

Rémi Lessard
Commissioner/Commissaire

Paul Obee
Commissioner/Commissaire

Betty Moseley-Williams
Commissioner/Commissaire

Arlene Wright
Commissioner/Commissaire

#36
May 7, 1998

To Directors of Education:

On behalf of the Education Improvement Commission, we are pleased to send you several copies of our discussion paper *The Future Role of School Councils*.

The Commission believes that parents' involvement in education is one of the most effective ways to help children achieve. School councils are a good way for parents and members of the community to become involved.

Please pass one copy of the discussion paper to each of your trustees. The remaining 30 copies are for distribution at your discretion.

We are asking for your support in ensuring the distribution of this report to schools. We have sent discussion papers to every principal and school council. We are enclosing a copy of the letter to principals for your information.

The entire discussion paper, a response form, a consultation kit, background information and regular updates are available on our web site at <http://eic.edu.gov.on.ca>.

We encourage you, your trustees, staff and principals to send us your thoughts.

You may submit your views in one of several ways. We recommend that you use the response form on our web site by downloading it, completing it on your computer and mailing or faxing it to us. Alternatively you may complete the response form inside the back cover of the discussion paper or email your views.

We and our fellow Commissioners are available to speak to some public meetings and conferences about the discussion paper. If school councils in your area are interested in inviting us, could you encourage them to get together and hold regional meetings, so we can minimize travel?

If you would like additional copies of this discussion paper, please fax your request to (416) 421-1231 or contact the Commission offices.

Yours sincerely,

Ann Vanstone

Ann Vanstone
Co-Chair

Dave Cooke

Dave Cooke
Co-Chair



Education Improvement Commission

Mowat Block, 13th Floor
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Commissioner/Commissaire

Betty Moseley-Williams
Commissioner/Commissaire

Arlene Wright
Commissioner/Commissaire

Le 7 mai 1998

À l'attention des directrices et directeurs de l'éducation



Au nom de la Commission d'amélioration de l'éducation, nous avons le plaisir de vous adresser ci-joint plusieurs exemplaires de notre document de travail intitulé *Le futur rôle des conseils d'école*.

La Commission estime que la participation des parents à l'éducation est un des meilleurs moyens d'aider les enfants à réussir. Les conseils d'école constituent un moyen efficace de favoriser aussi bien la participation des parents que celle des collectivités locales.

Veuillez remettre un exemplaire de ce document à chaque conseillère ou conseiller scolaire. Vous pouvez distribuer les 30 exemplaires qui restent comme vous le jugerez utile.

Nous sollicitons votre appui pour assurer la distribution de ce document dans les écoles. Nous avons envoyé des exemplaires du document de travail à l'ensemble des directrices et directeurs d'école ainsi qu'à tous les conseils d'école. Nous vous adressons ci-joint, à titre d'information, une copie de la lettre que nous avons fait parvenir à la direction des écoles.

Le document de travail au complet, un formulaire de réponse, une trousse de consultation et des renseignements de base, de même que des mises à jour périodiques se trouvent dans notre site Web à l'adresse suivante : <http://eic.edu.gov.on.ca>

Nous vous encourageons, tout comme vos conseillères et conseillers scolaires, votre personnel et les directrices et directeurs d'écoles, à nous transmettre vos points de vue.

Vous pouvez le faire de plusieurs manières. Nous vous recommandons de télécharger un exemplaire du formulaire de réponse électronique qui se trouve dans notre site Web, de le remplir sur votre ordinateur, de l'imprimer et de nous le renvoyer par la poste ou par télécopieur. Un autre moyen serait de remplir le formulaire qui se trouve au plat verso du document de travail ou de nous envoyer votre réponse par courrier électronique.

Nous serons disponibles, ainsi que nos collègues de la Commission, pour parler du document de travail pendant certaines rencontres ou conférences publiques. Si des conseils d'école de votre région désirent nous inviter, auriez-vous l'obligeance de les encourager à se regrouper dans le cadre d'une rencontre régionale, ce qui permettrait de limiter les déplacements au minimum.

Si vous désirez d'autres exemplaires du document de travail, veuillez envoyer une demande par télécopieur au numéro (416) 421-1231 ou communiquer avec le bureau de la Commission.

Veuillez agréer, Mesdames, Messieurs, l'expression de nos sentiments les meilleurs.

La coprésidente,

Ann Vanstone

Le coprésident,

Dave Cooke

URBAN MUNICIPAL

AUG 24 1998

GOVERNMENT DOCUMENTS

Board Minutes

March 31, 1998
to
May 21, 1998

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Special Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on March 31, 1998.

Those present:

Ray Mulholland, Chair
Reg Woodworth, Vice-Chair
Heather Bullock
Wes Hicks
Eleanor Johnstone
Lillian Orban
Joe Rogers
Bruce Wallace

Regrets:

Judith Bishop
Janice Dewar

In attendance:

A. Greenleaf, Director of Education and Secretary
D. Grant, Superintendent of Business and Treasurer
L. Veerman, Acting Senior Financial Officer

The meeting was called to order at 8:55 p.m. by R. Mulholland, Chair.

It was moved by L. Orban, seconded by L. Peddle that all motions adopted at the in-camera session be adopted as follows:

Transfer of Assets to District School Board #58

RESOLUTION #98-120: It was moved by B. Wallace, seconded by L. Orban Be it resolved that

(a) The Hamilton-Wentworth District School Board approve the proposed transfer of assets and liabilities as set out in the attached Administrative Recommendation dated March 31, 1998.

(b) The proposed transfer of assets and liabilities will not unduly impair the ability of The Hamilton-Wentworth District School Board to exercise its powers, carry out its duties and conduct its day-to-day operations.

To the motion, CARRIED, 5 in favour, 4 opposed.

The meeting then adjourned, this being done at 9:00 p.m.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Open Session Special Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on April 2, 1998.

Those present:

Ray Mulholland, Chair
Reg Woodworth, Vice-Chair
Judith Bishop
Heather Bullock
Janice Dewar
Wes Hicks
Eleanor Johnstone
Lillian Orban
Joe Rogers
Bruce Wallace

Regrets:

Laura Peddle

In attendance:

Allan A. Greenleaf, Director of Education and Secretary
Ken Bain, Superintendent of Education - County West
Marguerite Botting - Superintendent of Instructional Services
Krys Croxall, Superintendent of Education - County East
Pat Gillie, Superintendent of Education - Mountain East
Don Grant, Superintendent of Business and Treasurer
Wayne Joudrie, Superintendent of Education - City East
Ken Waters, Superintendent of Education - Secondary West (Secondary Operations Lead)

Also Present:

Deborah Russon, Manager, Employee Relations

The Chair called the meeting to order at 9:24 p.m.

Report of the In-camera Session of the Board Meeting

RESOLUTION #98-121: Moved by B. Wallace, seconded by R. Woodworth: That all motions made in-camera be adopted as follows:

It was moved by W. Hicks, seconded by L. Orban: That the following Report of the Salary Committee dated April 2, 1998 be approved:

(a) That the Board's Policy on the Conditions of Employment for Principals and Vice-Principals be approved as presented (attached).

CARRIED, 8 IN FAVOUR, 2 ABSTAINED.

RESOLUTION #98-122: It was moved by J. Dewar, seconded by J. Rogers: That the meeting be adjourned, this being done at 9:25 p.m..

CARRIED UNANIMOUSLY.

CONDITIONS OF EMPLOYMENT FOR PRINCIPALS AND VICE-PRINCIPALS

The Board recognizes the Principals and Vice-Principals as the instructional leaders in its schools. Principals and Vice-Principals are charged with the day-to-day operation of the schools and the delivery of program consistent with the policies of the Board and the Education Act. This document sets out the general conditions for employment of the existing principals and vice-principals of the Hamilton-Wentworth District School Board and any future persons joining the Board in these roles.

- * This document shall be reviewed prior to September 1, 1998 and at least once in each 2 year period thereafter.
- * Changes to this document shall not be made without consultation with the Hamilton-Wentworth District School Board Principals and Vice-Principals Representatives.
- * Any article, part or paragraph deemed invalid by law shall not interfere with the full force and effect of the remainder of this document.
- * These terms are subject to the appropriate legislation, regulations and the Municipal Freedom of Information and Protection of Privacy Act.
- * If there is legislation that impacts significantly on these conditions they will be reviewed.

1. Appointment

- 1.1 The Board hires and appoints persons to the position of Principal and Vice-Principal.
- 1.2 Individuals who are hired and/or appointed to the role of Principal and Vice-Principal must have the required qualifications and be a member of the Ontario College of Teachers.
- 1.3 The appointment of persons to the position of Principal or Vice-Principal shall be consistent with the board's policy on the selection and appointment of Principals and Vice-Principals.

2. Remuneration

- 2.1 Salaries and allowances will be maintained on the current grids and shall be reviewed prior to September 1, 1998.
- 2.2 Mileage and expenses shall be paid consistent with Board policy.

3. Benefits

- 3.1 The benefits package with the Board providing the same coverage as the appropriate Teachers collective agreement will continue and at the same period of premium and shall be reviewed prior to September 1, 1998.
- 3.2 Principals and Vice-Principals shall retain their existing entitlements to retirement gratuities.
- 3.3 Principals and Vice-Principals will continue to be eligible for the Retiree's Benefits coverage until age 65. The individual will be responsible for the cost of these benefits.
- 3.4 Principals and Vice-Principals shall contribute to the Ontario Teachers' Pension Plan.

4. Indemnification

- 4.1 The Board agrees that it shall defend, hold harmless and indemnify the principal/vice-principal from any and all demands, claims, suits, actions and legal proceedings brought against the principal/vice-principal in her/her official capacity as agent and employee of the Board provided the incident arose while the principal/vice-principal was acting in the scope and intended scope of his/her employment and in good faith.
- 4.2 The Principal/Vice-Principal may conduct his/her own defence provided that he/she pays all costs of such defence.

5. Leaves of Absence

- 5.1 Principals/Vice-Principals have the right to leaves of absence as described in the appropriate collective agreements and subject to review prior to September 1, 1998.
- 5.2 Principals and Vice-Principals are entitled to their salary notwithstanding their absence from duty as a witness in any court to which they have been summoned in any proceedings to which they are not a party or one of the persons changed provided that the employee pays to the Board any fees exclusive of travelling allowances and living expenses that they receive as a witness..

- 5.3 Principals and Vice-principals shall be allowed leave of absence without deductions of salary when required to serve on a jury, provided that the employee pays to the Board any fees exclusive of travelling allowances and living expenses that they receive as a member of the jury.
- 5.4 Principals and Vice-principals may, at the discretion of the Director, be granted leaves of absence without pay.
- 5.5 Self funded leaves consistent with Revenue Canada regulations will be available to Principals and Vice-Principals. The granting of such leave will be at the discretion of the Director.

6. Professional Development

- 6.1 The Board recognizes the importance of the professional development of its Principals and Vice-Principals.
- 6.2 The Board is committed to the maintenance and enhancement of professional development for practising Principals and Vice-Principals.
- 6.3 The professional development program for practising principals and vice-principals shall be developed and directed by a group of principals and vice-principals with the support of at least one supervisory officer.
- 6.4 The Board will establish a budget line for the professional development of Principals and Vice-Principals.

7. Performance Appraisal

- 7.1 The performance appraisal of Principals and Vice-Principals shall be consistent with the Board's policy on Performance Appraisal.
- 7.2 The Board shall develop a policy for evaluating the performance of Principals and Vice-Principals. Representatives of the principal/vice-principal group(s) shall assist in the development of such policy and subsequent amendments, if any, to this policy.

8. Sick Leave

- 8.1 Principals and Vice-Principals will continue to have an accumulated sick leave plan.

- 8.2 The days accumulate at the rate of the current collective agreements and shall be reviewed prior to September 1, 1998.

9. Redundancy

9.1 Transfers as a result of Redundancy

- 9.1.1 In this section "redundant" in respect to the position of principal or vice-principals means the position is no longer required to be filled.

- 9.1.2 When the Board declares a person redundant between April 1, 1998 and May 31, 2001 it shall:

9.1.2.1 Make the determination of redundancy based on the seniority described in 9.1.4. Notification of redundancy will be made in writing with at least ninety (90) days notice. Redundancy will be in order of lowest seniority in each list.

9.1.2.2 Have the option to rescind this notice at any time.

9.1.2.3 After consultation transfer the principal to a vice-principal position in the same panel, or;

9.1.2.4 After consultation transfer the principal or vice-principal to a position for which he/she is qualified.

9.1.2.5 Pay the individual for one year at his/her current salary rate of pay if he/she remains in the employee of the Hamilton-Wentworth District School Board or;

9.1.2.6 Assign the principal or vice-principal to a position in the teacher's bargaining unit if the position is vacant after the procedures under the applicable collective agreement for filling it have been exhausted.

9.1.2.7 If there is an assignment to the bargaining unit the determination of seniority will be based on the length of service before January 1, 1998 with the Hamilton-

Wentworth District School Board or its predecessors plus the length of service after December 31, 1997 while employed, other than as a principal or vice-principal, by the Board to teach.

9.1.2.8 Recall from the appropriate principal or vice-principal redundancy list in accordance with the recall procedure in 9.1.5.

9.1.3 When the Board declares a person redundant after May 31, 2001 it shall:

9.1.3.1 Make the determination of redundancy based on the seniority described in 9.1.4. Notification of redundancy will be made in writing with at least ninety (90) days notice. Redundancy will be in order of lowest seniority in each list.

9.1.3.2 Have the option to rescind this notice at any time.

9.1.3.3 After consultation transfer the principal to a vice-principal position in the same panel, or;

9.1.3.4 After consultation transfer the principal or vice-principal to a position for which he/she is qualified.

9.1.3.5 Pay the individual for one year at his/her current salary rate of pay if he/she remains in the employee of the Hamilton-Wentworth District School Board or;

9.1.3.6 Assign the principal or vice-principal to a position in the teacher's bargaining unit if the position is vacant after the procedures under the applicable collective agreement for filling it have been exhausted.

9.1.3.7 If there is an assignment to the bargaining unit the determination of seniority will be based on the current collective agreement.

9.1.3.8 Recall from the appropriate principal or vice-principal redundancy list in accordance with the recall procedure in 9.1.5.

9.1.4 Seniority

9.1.4.1 There will be four seniority lists:

Elementary Principals
Secondary Principals
Elementary Vice-Principals
Secondary Vice-Principals

9.1.4.2 Seniority shall be calculated from the date of Board appointment to the position of Principal or Vice-Principals with the Hamilton-Wentworth District School Board and its predecessor boards.

9.1.4.3 Principals declared redundant shall be placed at the top of the vice-principal seniority list. Where two or more Principals are declared redundant, they shall be placed on the list in accordance with seniority as a principal.

9.1.4.4 In cases of equal seniority on the first criterion then the length of service in the Principal and Vice-Principal position within the Hamilton-Wentworth District School Board and its predecessor boards shall be used.

9.1.4.5 In cases of equal seniority on the first two criteria then the length of service within the Hamilton-Wentworth District School Board and its predecessor boards shall be used.

9.1.5 Recall

9.1.5.1 Persons declared redundant shall remain on the redundancy list without the requirement to apply for re-appointment.

9.1.5.2 Persons on the redundancy list will be given the opportunity to be recalled in order of seniority prior to the appointment of anyone else.

9.2 Transfers to New Assignments

9.2.1 Transfers shall be in accordance with Board policy.

10. Just Cause

The Board, by delivery of notice in writing to the Principal/Vice-Principal, may suspend, with or without pay:

10.1.1 As a disciplinary measure for just cause.

10.1.2 If the Principal's/Vice-Principal's Certificate of Qualification is suspended or cancelled by the College of Teachers, pursuant to the Teaching Profession Act.

10.1.3 If the Principal/Vice-Principal is charged with an offence under the Criminal Code, and, in the opinion of the Board, that offence is of the kind and nature that, if the Principal/Vice-Principal was convicted of that offence, he/she could not effectively perform the duties required of him/her under his/her contract of employment.

10.1.3.1 The Board will make all reasonable efforts to ascertain the nature and circumstances of the charges.

10.1.3.2 Prior to deciding whether the suspension will be with or without pay the Board will provide an opportunity for the Principal/Vice-Principal and/or his/her representative to meet with the Board and make submissions on this issue.

10.2 The Principal/Vice-Principal will receive retroactive pay for the period of the suspension unless one of the following occurs:

10.2.1 He/she is found guilty by the courts;

10.2.2 The Certificate of Qualification is suspended or cancelled by the College of Teachers;

10.2.3 The Board determines that discipline is warranted.

- 10.3 The Principal or Vice-Principal may request that the Board reconsider a decision to suspend, with or without pay. Such appeal may be made personally or through a representative, and may be made orally, in writing or both, all at the Principal's or Vice-Principal's option. The Board shall consider such request and either confirm or reverse its decision within a further fifteen (15) working days from the making thereof, and shall give reasons for its determination of the appeal within a further fifteen (15) days of the making of its determination.

11. Termination of Employment

11.1.1 Mutual Consent

- 11.1.1.1 The employment of a Principal or Vice-Principal may be ended by mutual consent with thirty (30) days written notice.
- 11.1.1.2 There shall be no liability for salary/benefits upon the mutually acceptable date of termination.

11.1.2 Just Cause

- 11.1.2.1 The Board may dismiss a Principal or a Vice-Principal for cause. Cause shall be by reason of neglect of duty, misconduct or inefficiency.
- 11.1.2.2 Prior to any action by the Board dealing with neglect of duty or inefficiency the individual Principal or Vice-Principal shall be given written notice of the concern. He/she will then:
- * develop with the Superintendent of Education a plan for correction
 - * have an opportunity to seek the help of colleagues
 - * have a reasonable time to improve
- 11.1.2.3 Progressive discipline procedures as may be appropriate will be followed.

- 11.1.2.4 Failing to improve the concern identified or issues of misconduct will result in written notice stating the alleged neglect of duty, misconduct or inefficiency and that the opportunity to appear before the Board in a confidential meeting within a period of thirty (30) days will be provided.
- 11.1.2.5 The individual has the right to have legal representation before the board at his/her own expense.
- 11.1.2.6 The Board has the right after the hearing to determine either dismissal for cause, assign some other disciplinary measure or the withdrawal of allegations by a majority vote of the Board.

12. Dispute Resolution

12.1 Informal Stage

- 12.1.1 A Principal or Vice-Principal will discuss the complaint first with the immediate supervisor.
- 12.1.2 If the complaint is not satisfactorily resolved, then the Principal or Vice-Principal may move to the formal stage of the dispute resolution process.
- 12.1.3 A Vice-Principal may discuss the complaint with the appropriate Superintendent and if the complaint is not satisfactorily resolved, then the Vice-principal may proceed to the formal stage of the dispute resolution process.

12.2 Formal Stage

Step One

- 12.2.1 The complaint will be presented in writing to the appropriate Superintendent.
- 12.2.2 The Superintendent will meet with the Principal/Vice-Principal and the immediate supervisor, if applicable, within ten (10) working days from receiving the written complaint to review the complaint.

12.2.3 Following the meeting, the Superintendent will provide the employee with a written decision within ten (10) working days, unless an extension has been mutually agreed upon.

12.2.4 If the Principal/Vice-Principal is not satisfied with the decision, the Principal/Vice-Principal may move to the next step.

Step Two

12.2.5 The Principal or Vice-Principal will submit the complaint to the office of the Director within ten (10) working days after receiving the written response from the Superintendent. Upon receiving the written complaint, the Director may:

- * hear the complaint, and, or
- * refer to the complaint to a Committee of Review to hear the complaint

12.2.6. If the Director hears the complaint:

12.2.6.1 The Principal/Vice-Principal, along with a representative from the Principal/Vice-Principal group will present the complaint to the Director within fifteen (15) working days of receipt of the complaint.

12.2.6.2 Within ten (10) working days following the presentation of the complaint, the Director will give the Principal/Vice-Principal, and the Superintendent a written decision.

12.2.7 Committee of Review

12.2.7.1 The Committee of Review shall be an Ad Hoc Committee of three trustees and the Director of Education.

12.2.7.2 The Committee of Review shall receive sufficient documentation in advance of the hearing to understand the nature of the complaint and its

potential impact on the educational system. A short meeting may be held with administration prior to the Committee of Review hearing to fully explain the complaint.

- 12.2.7.3 The Director of Education shall chair the Committee of Review hearing.
- 12.2.7.4 The Principal/Vice-Principal, along with a representative, will present the complaint to the Committee within fifteen (15) working days of receipt of the complaint and may be asked questions on that presentation.
- 12.2.7.5 The Superintendent with carriage of the complaint shall respond to the presentation of the Principal/Vice-Principal and present the administration's position. The Superintendent should be prepared to answer questions from the Principal/Vice-Principal, or representative, and the Committee of Review.
- 12.2.7.6 After concluding its deliberations, the Committee of Review shall present its recommendations, with full rationale outlined, to the Board at an in camera meeting. Once the Board has voted on the recommendations contained in the report of the Committee of Review, the decision shall be communicated, in writing, to the Principal/Vice-Principal and the Superintendent within ten (10) working days of reaching the decision.
- 12.2.7.7 In no case will a verbal decision be given at the conclusion of a hearing.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Open Session of the Regular Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on April 16, 1998.

Those present:

Ray Mulholland, Chair
Reg Woodworth, Vice-Chair
Judith Bishop
Heather Bullock
Janice Dewar
Wes Hicks
Eleanor Johnstone
Lillian Orban
Laura Peddle
Joe Rogers
Bruce Wallace

In attendance:

A. A. Greenleaf, Director of Education and Secretary
M. Botting, Superintendent of Instructional Services
K. Bain, Superintendent of Education
K. Croxall, Superintendent of Education
P. Gillie, Superintendent of Education
D. Grant, Superintendent of Business and Treasurer
W. Joudrie, Superintendent of Education
M. Matier, Superintendent of Transitional Services
K. Waters, Superintendent of Education

The Chair called the open session to order at 8:07 p.m. and the members commenced the meeting with the singing of O'Canada.

3. Public Question Period

Nil.

4. Approval of Minutes - March 24 and March 26, 1998

RESOLUTION #98-123: It was moved by J. Rogers, seconded by H. Bullock that the minutes of March 24 and March 26, 1998 be approved as distributed.

CARRIED UNANIMOUSLY.

5. Business Arising from the Minutes

Nil.

6. Approval of Agenda

The following items were added:

17. (a) School Trips

RESOLUTION #98-124: It was moved by B. Wallace, seconded by L. Orban that the agenda be approved as amended.

CARRIED UNANIMOUSLY.

7. Presentations

(a) Teacher of the Year Award, Ontario Cosmetology Teachers' Association

The Chair introduced Lee Currie, Principal of Parkview School, who introduced Sue Jones, teacher and recipient of the Ontario Cosmetology Teachers' Association Outstanding Teacher Award. Mr. Currie spoke to the distinguished abilities of Sue Jones as a teacher and her work with the students at Parkview School.

(b) Oral Communication Festival Winners

Megan Read-Hobman and Laura Golding, students at Greensville School and Dundas District School respectively, performed their winning county-wide Oral Communication Festival speeches.

7. Reports of the Education Committee

RESOLUTION #98-125: It was moved by B. Wallace, seconded by J. Bishop that the Report of the Education Committee dated April 2 be approved as follows:

1. Board Referrals**(a) Draft Regulations for Delegation Presentations to Committee**

It was moved by J. Bishop: That the following Regulations for Delegation Presentations to Committee, as amended, be approved:

1. A request from an individual or group to appeal before the Committee must be made in writing to the Secretary of the Board and should include the nature of the request, at least six calendar days in advance of the Committee meetings.
2. Delegations must submit their presentations in writing to the Secretary of the Board no later than the Monday afternoon prior to the meeting. Individuals who have difficulty in creating a written submission will be offered appropriate support through the Office of the Secretary of the Board.
3. Presentations are expected to follow the outline of concerns identified in the written submission. If the materials presented differ substantially from the written submission, the Chairman has the right to call an immediate recess in order to clarify the situation.
4. Presentations shall not exceed fifteen minutes in length, exclusive of questions for clarification. Extensions to this timeline may be granted by Committee direction.
5. Members of delegations may add comments for clarification.
6. Trustees may ask questions for clarification, without comment pro or con with respect to the issue in general.

As presented at the Committee meeting

7. At the conclusion of the presentation, the Committee may, by specific motion, determine to:
 - (a) Extend appreciation and invite the delegation to be in attendance when the matter is discussed.
 - (b) Debate the issue(s) involved at the conclusion of the agenda.
 - (c) Suspend the Rules of Order by a two-thirds majority to
 - (i) consider the matter immediately.
 - (ii) Refer the delegation's presentation to the administration for review and comment.
 - (iii) Formally receive and file the submission of the delegation.

The following Clause 7. was adopted at Board.

As presented by Trustee Hicks

7. At the conclusion of the presentation, the Committee may, by specific motion, determine to:
 - (a) Extend appreciation and invite the delegation to be in attendance when the matter is discussed.
 - (b) Debate the issue(s) involved at the conclusion of the agenda.
 - (c) Refer the delegation's presentation to the administration for review and comment.
 - (d) Suspend the Rules of Order by a two-thirds majority to consider the matter immediately.
 - (e) Formally receive and file the submission of the delegation.

8. The Committee will then continue to the next item of business.

(b) Hamilton Secondary School Principals' Council (HSSPC) re Occasional Teachers

It was moved by J. Dewar: That the concerns re the occasional teacher situation as outlined in the HSSPC letter be referred to the appropriate Business Transition Committee.

* * * * *

2. PERSONNEL REPORT

It was moved by J. Bishop: That the following recommendations in the Personnel Report dated April 2, 1998 be approved:

SECTION I K. Croxall, Superintendent of Schools**D. LEAVES OF ABSENCE - CHANGE IN DATES**

That the dates of the leave granted to **Christine Kутtenkeuler**, Elementary Teacher, at a previous meeting be changed to: March 23, 1998 to August 31, 1998.

SECTION II W. Joudrie, Superintendent of Schools**D. LEAVE OF ABSENCE - DATE CHANGE**

That the dates of the leave granted to **Cathy Rowe**, Elementary Teacher, at a previous meeting be changed to: January 14, 1998 to August 31, 1998.

SECTION III K. Waters, Superintendent of Schools**D. LEAVE OF ABSENCE - DATE CHANGE**

a) That the dates of the leave granted to **Heidi Sheppard**, Secondary Teacher, at a previous meeting be changed to: February 3, 1998 to June 2, 1998.

b) That the dates of the leave granted to **Janet Lehman**, Cleaner, at a previous meeting be changed to: April 29, 1997 to February 20, 1998.

SECTION IV D. Russon, Manager, Employee Relations**B. LEAVES OF ABSENCE****1) Change of Leave Date**

That the dates of the Leave of Absence granted to **Susan McKague**, Secondary Teacher, at a previous meeting be changed to February 17, 1998 to August 31, 1998.

It was moved by J. Bishop: That the Personnel Report dated April 2, 1998 be adopted and the following recommendations contained therein be approved:

SECTION I K. Croxall, Superintendent of Schools

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS

1) Retirement

That in accordance with Article 17.02(b) of the Elementary Collective Agreement, it is recommended that the retirement of **John LeNoury**, Principal at Mountain View Public School, be accepted effective September 29, 1998.

C. LEAVES OF ABSENCE

(a) That a leave is granted to **Heidi Tadeson**, Teacher at Collegiate Avenue Public School, effective June 8, 1998 to January 3, 1999 inclusive (30 weeks).

b) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **John LeNoury**, Principal at Mountain View Public School, be granted a general leave of absence, without pay or allowances, effective September 1, 1998 to September 28, 1998 inclusive (20 days).

E. PROBATIONARY AND PERMANENT CONTRACTS - Nil

F. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION II W. Joudrie, Superintendent of Schools

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENT AND TERMINATIONS - Nil

C. LEAVES OF ABSENCE

(a) That in accordance with Article 18.02 of the Elementary Collective Agreement, a leave is granted to **Henry Wesselius**, Teacher at Grange Public School, from April 20, 1998 to June 26, 1998 inclusive (10 weeks).

(b) That in accordance with Article 20.01 of the Elementary Collective Agreement, it is recommended that **Deborah Vickers** be granted a .3 general leave of absence, without pay or allowances, effective March 28, 1998 to August 31, 1998.

D. PROBATIONARY AND PERMANENT CONTRACTS - Nil

E. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil

SECTION III K. Waters, Superintendent of Schools

A. APPOINTMENTS AND TRANSFERS - Nil

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS**1) Resignation**

The Administration wishes to inform the Board of the following resignation:

Sharilyn Arabia, Educational Assistant, effective March 9, 1998.

2) Retirement

That in accordance with the provisions in the C.U.P.E. Collective Agreement - Custodial and Maintenance Unit, it is recommended that the retirement of **Joy Frost**, Caretaker at Flamborough Centre School, be accepted, effective May 30, 1998.

C. LEAVE OF ABSENCES

- a) That in accordance with Article 18.01(b) of the C.U.P.E. Collective Agreement - Custodial and Maintenance Unit, it is recommended that **Barbara Greathead** be granted a general leave of absence from March 11, 1998 to March 10, 2000 inclusive (2 years).
- b) That in accordance with Article 18.03 of the Secondary Collective Agreement, it is recommended that **Alison Churchill-Cook**, Teacher at Parkside, be granted an extended leave, effective April 22, 1998 to August 31, 1998.

E. PROBATIONARY AND PERMANENT CONTRACTS - Nil**F. OTHER MATTERS REQUIRING BOARD ATTENTION - Nil****SECTION IV D. Russon, Manager, Employee Relations****A. APPOINTMENTS AND TRANSFERS - nil****B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS****1) Resignations**

That the date shown for the following staff to Leave the Employ of the Board, be approved:

Daniel Horne, Educational Assistant (Educational and Lunchroom Assistant Staff),
January 30, 1998

Joanne Pitilli, Elementary School Library Secretary (Clerical & Technical Staff),
March 30, 1998

Edith Schroedter, Secondary Teacher, 1998 08 31

2) Retirements

That the resignations of the following staff for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Marilyn Bancsi, Elementary Teacher, June 30, 1998

Kathryn Brunt, Elementary Teacher, July 31, 1998

Lois Cascagnette, Assistant Caretaker (Caretaking and Maintenance Staff), June 30, 1998

Richard Duffin Jr., Caretaker (Caretaking and Maintenance Staff), June 30, 1998

Gwendoyne Foreman, Assistant Caretaker (Caretaking and Maintenance Staff), September 30, 1998

Theresa May, Educational Assistant (Educational and Lunchroom Assistant Staff),
June 30, 1998

Archie McQueen, Elementary Teacher, June 30, 1998

Sofia Mikesic, Assistant Caretaker (Caretaking and Maintenance Staff), June 30, 1998
Tibor Nyilasi, Secondary Teacher, June 30, 1998
Eileen Ratford, Assistant Caretaker (Caretaking and Maintenance Staff), May 29, 1998
Esther Simpson, Elementary Teacher, June 30, 1998

B. LEAVES OF ABSENCE

1) General Leaves

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

Leigh-Anne Chiaravelle, Elementary Teacher, May 11, 1998 to December 31, 1998
Elizabeth Gauthier, Attendance Secretary (Secondary School Clerical & Secretarial Staff), April 24, 1998 to October 23, 1998
Donald Grasley, Site Leader (Administrative Staff), November 1, 1997
Janie Jarnevich, Attendance Secretary (Secondary School Clerical & Secretarial Staff), March 2, 1998 to August 31, 1998
Albert Likowski, Secondary Teacher, September 1, 1998 to January 31, 1999
Robert McCann, Computer Programmer (Clerical and Technical Staff), April 20, 1998 to April 16, 1999
Marlo Moore, Elementary Teacher, April 6, 1998 to December 4, 1998
Dianne Parr, Senior Speech & Language Pathologist (Administrative Staff), March 20, 1998 to July 16, 1998
Sharon Roth, Secondary Teacher, March 5, 1998
Rita Sorger, Secondary Teacher, September 1, 1998 to August 31, 1999

2) Leave Extensions

That the requests of the following staff for an extension of their Leaves of Absence, effective as shown, be granted:

Lisa Bingleman, Elementary Teacher, September 1, 1998 to December 31, 1998
Guy Bultez, Secondary Teacher, May 11, 1998 to May 15, 1998
Lesley Chiasson, Elementary Teacher, April 27, 1998 to June 9, 1998
Kawong Chung-Shipman, Elementary Teacher, September 1, 1998 to August 31, 1999
Kathryn Clemett, Elementary Teacher, September 1, 1998 to August 31, 1999
Josephine Falletta, Social Worker (Professional and Student Services Personnel), April 1, 1998 to October 30, 1998
Monique Giroux, Elementary Teacher, September 1, 1998 to August 31, 1999
Cynthia Grau, Elementary Teacher, September 1, 1998 to August 31, 1999
Gary Hewitt, Elementary Teacher, September 1, 1998 to August 31, 1999
Nelly Hirasawa, Secondary Teacher, September 28, 1998 to August 31, 1999
Marina Intson, Elementary Teacher, September 1, 1998 to December 31, 1998
Andrea Kay, Elementary Teacher, March 30, 1998 to August 31, 1998
Diana Kidd, Elementary Teacher, September 1, 1998 to August 31, 1999
Jacqueline Madigan, Elementary Teacher, September 1, 1998 to August 31, 1999
Cathy Morningstar-Misiak, Elementary Teacher, May 4, 1998 to August 31, 1998
Gwendolyn Ripco, Elementary Teacher, September 1, 1998 to August 31, 1999
Cornelia Schuster, Elementary Teacher, April 13, 1998 to August 31, 2000
Lynda Staley, Educational Assistant (Educational and Lunchroom Assistant Staff), March 9, 1998 to March 27, 1998 (.5)
Timothy White, Elementary Teacher, September 1, 1998 to August 31, 1999

Fern Zimmerman, Elementary Teacher, March 16, 1998 to August 31, 1998

3) Return from Leave of Absence

That the following staff be returned from Leaves of Absence, effective as shown:

Alayne Allan, Elementary Teacher, April 6, 1998

Guy Bultez, Secondary Teacher, May 18, 1998

Lesley Chiasson, Elementary Teacher, June 10, 1998

Anita Darrell, Secondary Teacher, April 13, 1998

Laura DiMatteo, Elementary Teacher, June 8, 1998

Susan Dunlop, Elementary Teacher, September 1, 1998

Nancy Holmes, Secondary Teacher, September 1, 1998

Jennifer Holmes-Dziuba, Elementary Teacher, September 1, 1998

Carol Jupp, Elementary Teacher, September 1, 1998

Kathryn Kohler, Elementary Teacher, September 1, 1998

D. Lynn Krusto, Elementary teacher, September 1, 1998 (.7)

Judith Lampman, Elementary Teacher, September 1, 1998 (.2)

Marion Low, Elementary Teacher, September 1, 1998

Lisa May, Secondary Teacher, April 6, 1998

Mary McDiarmid-Campbell, Elementary Teacher, March 2, 1998

Patti McMaster, Elementary Teacher, September 1, 1998

Bruce Quinn, Elementary Teacher, September 1, 1998

Cheryl Rowatt, Secondary Teacher, September 1, 1998

Anne-Marie Scoular-Sacchetti, Elementary Teacher, September 1, 1998

Fiona Valiquette, Elementary Teacher, September 1, 1998

Douglas Van Duzen, Elementary Teacher, September 1, 1998

Derek Walker, Educational Assistant (Educational and Lunchroom Assistant Staff),

Fern Zimmerman, Elementary Teacher, September 1, 1998

Anne-Marie Wilson, Secondary Teacher, September 1, 1998 (4/6)

D. PROBATIONARY AND PERMANENT CONTRACTS

1) Probationary Staff

That the following be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Leanne Godden, Educational Assistant (Educational and Lunchroom Assistant Staff) March 23, 1998

Kevin MacLean, Secondary Teacher, May 1, 1998 (2/6) (2/3 Sem. 2 only)

2) Permanent Staff

That the following staff be transferred to the Permanent Staff, effective as shown with salary according to the salary schedule:

Joseph DiDonato, Secondary Teacher, May 1, 1998

Mark Hadala, Elementary Teacher, April 13, 1998

E. OTHER MATTERS REQUIRING BOARD ATTENTION**1) Timetable Changes**

That the following timetable changes be approved, effective as show, with salary according to the salary schedule.

Warren-Michael Barrett, Secondary Teacher, 1/6 to 2/6 (2/3 Sem. 2), March 2, 1998,

Lynn Lewis, Secondary Teacher, 5/6 to 6/6, (3/3 Sem. 1 and Sem. 2), May 1, 1998

* * * * *

3. Staffing Reports

- a) It was moved by J. Rogers: That the Full Time Equivalent Positions as of April 1, 1998 be received for information.
- b) It was moved by E. Johnstone: That the Report on Supply Teacher Usage as of February 28, 1998 be received for information.

4. 1997 Wentworth Year-End Anti-Racism Report

It was moved by J. Bishop: That the 1997 Wentworth Year-End Anti-Racism Report be received for information.

5. Reporting Process for Special Education Advisory Committee

It was moved by J. Bishop: That the following recommendation from the Report regarding Reporting Process for the Special Education Advisory Committee(SEAC) be referred to SEAC for input.

- (a) That the Special Education Advisory Committee continue to report directly to the Board in the same fashion as a regular Standing Committee of the Board.

6. (Wentworth) EQAO Grade 3 Assessment Results - Recommendations

It was moved by J. Bishop: That the Wentworth EQAO Grade 3 Results - Recommendations be approved and referred to administration for consolidation with City School Results - Recommendations.

7. Delivery of Vocational Education for September 1998/Planning for September 1999

- (a) It was moved by J. Bishop: That Highland Secondary School and Saltfleet District High School continue to provide vocational education programs for the 1998-99 school year, and that County students, currently in vocational programs (at Highland, Saltfleet or General Brock) have accessibility to City vocational schools and that County elementary school students who meet the established criteria for vocational education also have accessibility to City vocational schools, with the agreement of the parents and the principals of the City vocational schools.
- (b) It was moved by J. Dewar: That vocational education be reviewed, as part of secondary school reform, with recommendations for Board approval for September 1999.

J. Bishop requested that Clause 1. be voted on separately.

It was moved by J. Bishop, seconded by R. Woodworth that Clause 7. as submitted by Trustee Hicks be approved as part of the Report.

W. Hicks agreed to reversing the order of Clauses (e) and (d).

To the amendment, CARRIED, 9 IN FAVOUR, 2 OPPOSED.

In response to a request for an update related to Clause 7., A. Greenleaf acknowledged that the letters sent out by the two schools in question were premature pending the Boards decision in this matter.

K. Waters clarified that there will be no change in the program at either Saltfleet or Highland Secondary Schools for the 1998-1999 school year. The resolution provides for a thorough investigation and reconsideration of vocational education as well as providing an option to access the City vocational schools for those students who meet the criteria.

Responding to a question that the program could be phased out by attrition, K. Waters referenced two types of vocational education. The program in the County schools is based more on literacy, numeracy and life skills emphases; whereas, City schools have a more 'hands on' and practical applications program. The County does not have the facilities to accommodate the latter type of programming.

To the remainder of the Report, CARRIED.

RESOLUTION #98-126: IT WAS MOVED BY B. WALLACE, SECONDED BY J. DEWAR that the Report of the Special Meeting of the Education Committee dated April 16, 1998 be adopted as follows:

1. Report from the Interview Committee - Dundas Library Board

It was moved by E. Johnstone that R. R. Weiler and Jessica Brennan represent this Board on the Dundas Public Library Board.

2. Current School Year Calendar

It was moved by J. Bishop that the Report regarding the Current School Year Calendar and the Memorandum received from the Deputy Minister be received for information.

It was moved in amendment by W. Hicks, seconded by E. Johnstone that the following motion, lost at the Committee meeting, be lifted into the body of the report to become Clause 3.:

That the School Year Calendar for the 1998-1999 School Year detailed in Appendices D, E, F, F1 and F2, for the Elementary and Secondary Schools and Section 27 Program in The Hamilton-Wentworth District School Board be approved and submitted to the Ministry of Education and Training.

CARRIED.

When W. Hicks indicated that the Clause was now open for consideration, H. Bullock asked that the Clause be dealt with separately.

Trustees in support of the recommendation noted that

- the Calendar Committee was comprised of 23 people representing most of the major stakeholders around this issue
- the Committee did its best to identify and address the complex issues; the calendar as presented is the only viable solution to thos issues

- different starting dates for elementary and secondary were not viewed as a major problem; parents have, in past years, asked that the elementary schools start prior to Labour Day because schools are generally cooler and the students are ready to learn
- while the calendar may not be what the trustees might have wished to have been developed, there should be respect for, and support given to, the work of the Committee; there was trustee representation on the Committee
- there is not enough flexibility for the Committee to consider other options

Trustees opposed to the calendar offered that

- the schedule, as presented, would be hard to "sell politically"
- the following are the particularly difficult areas:
 - one day back to school followed by a Board-designated holiday the very next day
 - different starting dates for elementary and secondary
 - instructional days at a minimum.
- the separate school board has not finalized their calendar as yet
- the Ministry will use this as an opportunity to claim boards are irresponsible to approve such scheduling
- each year, the school year calendars are set with the maximum allowed professional activity days and the minimum instructional days
- there is no provision for snow and/or fog days, a particular concern for the County schools; schools closed for these reasons would lose instructional days
- apart from the two trustees and the Home and School/School Council representatives, the Committee is employee-driven

It was moved in amendment by J. Dewar, seconded by L. Orban that the Report be referred back to the Calendar Committee with the direction of establishing a common start date (for elementary and secondary schools) and reviewing Friday, September 3 as a holiday.

J. Dewar clarified that her intent would be to eliminate the Friday prior to Labour Day as a holiday.

To the amendment, CARRIED, 7 IN FAVOUR, 4 OPPOSED.

To the remainder of the Report, CARRIED.

10. Report of the Business Committee

RESOLUTION #98-127: It was moved by L. Orban, seconded by W. Hicks that the Report of the Business Committee dated April 9, 1998 be approved as follows:

1. Delegations

(a) Presentation re Pediculosis

It was moved by W. Hicks: That the Presentation re Pediculosis be referred to the administration for a review.

2. School Board Restructuring Fund

It was moved by H. Bullock: That The Hamilton-Wentworth District School Board approve the application for School Board Restructuring Funding for the projects as set out in the Appendix

dated April 9, 1998 with the addition of a project regarding the implementation of an integrated student information system.

3. Ontario Member School Board Association

(a) It was moved by W. Hicks: That The Hamilton-Wentworth District School Board participate as a member of the Ontario member School Board Association.

(b) It was moved by R. Woodworth: That The Hamilton-Wentworth District School Board designate and authorize the Director of Education of The Hamilton-Wentworth District School Board to exercise the vote of The Hamilton-Wentworth District School Board as a member of ONTARIO MEMBER SCHOOL BOARD ASSOCIATION and the Director of Education alone is hereby authorized and directed for an on behalf of and in the name of The Hamilton-Wentworth District School Board to do all things which may be necessary or desirable to give full effect to the foregoing, including without limitation, to execute and deliver under corporate seal of The Hamilton-Wentworth District School Board or otherwise all instruments, documents and agreements and all such instruments, documents and agreements comply with and are authorized by this resolution.

(c) It was moved by W. Hicks: That The Hamilton-Wentworth District School Board agree to indemnify and save harmless the Director of Education as a member of the Board of Directors of ONTARIO MEMBER SCHOOL BOARD ASSOCIATION from all claims, actions or causes of action, or any and all costs or liabilities of any kind or manner whatsoever as a result of the Director of Education acting as a member of the Board of Directors of ONTARIO MEMBER SCHOOL BOARD ASSOCIATION and that the Director of Education be authorized to execute any appropriate form of written Indemnity and or certified copy of this resolution.

4. Regular Agenda Reports of the Former Boards

It was moved by R. Woodworth: That continuation of the regular agenda reports of the former boards be limited to the monthly Education Development Charges report.

5. Superintendent's Report re License Between Saltfleet District High School and Stoney Creek and District Rugby Association

It was moved by W. Hicks: That the License Agreement between Saltfleet District High School and Stoney Creek and District Rugby Association be referred to the administration for legal consultation and that a report be brought back as early as possible to the Business Committee.

6. Comprehensive Energy and Water Reduction Program Update

It was moved by W. Hicks: That, subject to the workshop presentation, and in accordance with the Energy Service Agreement, Tesco be authorized to implement the improvements in Basket 2 Schools.

7. Creative Playstructure - Sanford Avenue School

It was moved by R. Woodworth: The Hamilton-Wentworth District School Board enter, at no cost to the Board, into a legal agreement with the City of Hamilton for the purpose of constructing an upgraded playstructure west of the Norman "Pinky" Lewis Recreation Centre on the grounds of Sanford Avenue School.

8. Creative Playstructure - Peace Memorial School

It was moved by R. Woodworth: The Hamilton-Wentworth District School Board enter, at no cost to the Board, into a legal agreement with the City of Hamilton for the purpose of constructing an upgraded playstructure in the north-east corner of the property of Peace Memorial School.

9. Superintendent's Report re Tapleystown Septic Field

It was moved by H. Bullock: That the report re Tapleystown Septic Field be received for information.

10. Mount Hope Bus Routes

It was moved by H. Bullock: That the report re Mount Hope Bus Routes be received for information.

11. Request for Update - Asbestos Abatement Team - Trustee Mulholland

It was moved by R. Woodworth: That the verbal update re Asbestos Abatement Team be received for information.

12. School Trips

It was moved by R. Woodworth: That the following trip requests be approved:

- (a) Grade 8 - Dalewood School, Science Trip - Brock University, St. Catharines, Ontario from May 6 to 8, 1998, inclusive;
- (b) Grade 8 - Highview School, Camping Trip - Kilcoo Camp, Minden, Ontario from May 26 to 30, inclusive;
- (c) Grades 4 to 5 - Lincoln Alexander School, Environmental Studies Trip, Toronto Zoo on April 20, 1998;
- (d) Grades 9 to OAC - Barton School, Track and Field Meet, London, Ontario on April 25, 1998;
- (e) Grades 9 to OAC - Barton and Sir Allan MacNab Schools, Track and Field Meet, Brockville, Ontario from May 8 to 9, 1998, inclusive;
- (f) Grades 9 to OAC - Barton School, History Trip, Midland, Ontario on June 2, 1998;
- (g) Grade 11 - Sir Allan MacNab School, Track Meet, Mansfield, Ohio, U.S.A. from April 17 to 18, 1998, inclusive;
- (h) Grade 11 - City and County Secondary Schools, Leadership Skills Trip [1 student per school], Bolton, Ontario from May 20 to 21, 1998, inclusive.

13. Update - Demolition of Allenby School Shed

It was moved by R. Woodworth: That the verbal update re Demolition of Allenby School Shed be received for information.

14. Action of Staff - Crestwood School

It was moved by R. Woodworth: That the verbal report re Action of Staff - Crestwood School be received for information and that a letter of commendation from the Chair of the Board be sent.

15. Letter to the Public Relations Officer re Child Care Cheques (Due to Teacher Work Stoppage)

It was moved by R. Woodworth: That the verbal report re Letter to the Public Relations Officer re Child Care Cheques (Due to Teacher Work Stoppage) be received for information.

16. 1998 Stub Year Capital Projects

It was moved by W. Hicks: That the Hamilton-Wentworth District School Board approve the proposed capital projects as set out in the attached Appendices (Appendix A - Facilities Renewal Projects and Appendix B - Other Capital Projects) dated April 9, 1998.

17. Town of Flamborough re Elementary Accommodation in Waterdown

It was moved by W. Hicks: That the correspondence from the Town of Flamborough re Elementary Accommodation in Waterdown be received and filed.

L. Peddle asked that Clause 16. be voted on separately stating she could not support the exclusion of renovations at Barton Secondary School.

Recognizing that renovations at Barton Secondary School were not included in the list of capital projects, the minutes of the February 5, 1998 Committee of the Whole minutes where these renovations were cited as a high priority were read. Members were cautioned by the trustee against supporting a project and then not making any provisions for that project a short time later.

Responding to the above comments, another trustee noted that the comments read from the minutes were attributed to a Superintendent. The Committee of the Whole had then referred the issue to the appropriate committee for further consideration, rather than supporting the project as the top priority.

It was clarified that the Board supported the public's request for a new school in Flamborough as a first priority relative to government funding, but not necessarily if the funding had to come from this Board's budget.

Clause 16. was put to a vote and was CARRIED, 9 IN FAVOUR, 2 OPPOSED.

In response to a trustees' question relative to Clause 6., the Chair asked P. Gillie if a report could be prepared for the May meeting of the Business Committee relative to the total cost savings from Basket 2.

P. Gillie responded that she was not certain all the information could be gathered but would attempt to do so.

A. Greenleaf suggested that the trustees concerned contact P. Gillie about the specifics of what is being sought in her report.

The remainder of the Report was put to a vote and was CARRIED, 10 IN FAVOUR, 1 ABSTENTION.

11. Report of the Special Education Advisory Committee

B. Shephard, Chair of SEAC, presented the report. She noted that the terms of reference, although approved by SEAC, require some further grammatical/punctuation changes. She asked the Board for approval of the substance of the terms as written. Under "Duties of the Board", she noted that SEAC can refer any of its recommendations to a Committee of the Board before it is referred to the Board.

Recognizing that the stub year budget has been approved by the Board, B. Shepherd noted SEAC had asked her to remind the Board that, according to Regulation 464, SEAC is to be involved in

budget considerations relative to Special Education. SEAC will be looking to be included in future budget considerations.

In response to a question, B. Shepherd noted that the term "participate" as used in Clauses 4, 5 and 6 under "Duties of the Board", is taken from the wording in the regulations. She illustrated the meaning of "participate" as the Board informing SEAC at the beginning of the budget process and asking that SEAC appoint a member to participate in budget deliberations.

The Chair further clarified that recommendations from SEAC to the Board is another example of 'participation'. If there are concerns about special education during budget deliberations, SEAC should be invited to have input.

In conclusion, it was noted that SEAC is required to be involved in the Board's special education annual review by way of providing additional recommendations before the report comes to the Board. Since it has representatives from local organizations with provincial status, SEAC can provide a source of enrichment to the Board's decision-making.

RESOLUTION #98-128: It was moved by J. Bishop, seconded by E. Johnstone that the Report of the Special Education Advisory Committee dated March 25, 1998 be adopted as follows:

1. LEIC Recommendation regarding Students Currently at General Brock

It was moved by C. Vlahovich:

"That the District 21 Board offer to those students currently at General Brock the following options:

- (a) stay at General Brock until they receive their Certificate of Education or their high school diploma
- (b) return to the District 21 Board to complete their high school education in an educationally appropriate setting.

2. Terms of Reference

It was moved by V. Wylson- Sher: That the Terms of Reference be approved:

TERMS OF REFERENCE

Ontario Regulation 464/97 made under the Education Act

NAME: The name of the committee shall be The Hamilton-Wentworth District School Board Special Education Advisory Committee.

MANDATE: The mandate of the Special Education Advisory Committee of the Board is to make recommendations to the Board regarding matters related to the establishment, development and delivery of special education programs and services.

COMPOSITION:

The Special Education Advisory Committee shall consist of:

- a) one representative from no more than twelve local associations. Local association is defined as an association or organization of parents that operates locally within the area of jurisdiction of a board and that is affiliated with an association or organization that is not an association or organization of professional educators but that is incorporated and operates throughout Ontario to further the interests and well-being of one or more groups of exceptional children or adults.
- b) one alternate for each representative to sit at the table.

- c) three trustees appointed by the Board.
- d) up to eight additional members. Additional members are defined as members who represent an organization which furthers the interests and well-being of one or more groups of exceptional children or adults and who are neither representative of a local association or members of the Board or another committee of the Board.
- e) The composition of the SEAC membership shall reflect the range of exceptionalities within the Hamilton-Wentworth District School Board.

Qualifications:

Members of SEAC must be a Canadian citizen, 18 years of age or older, a resident within the area of jurisdiction of the Board and a public school board elector.

A person is not qualified to be a member of SEAC if he/she is employed by the Board.

TERMS OF OFFICE:

The members of the Committee shall hold office during the period of time of the Board of Trustees.

The board may fill vacancies for the remainder of the term of the vacancy.

Until the vacancy is filled, the alternate shall act in the member's place.

Each member is expected to:

1. respond to the needs of all exceptional students under the jurisdiction of the Board.
2. respect the right to privacy of individual exceptional pupils by avoiding discussion of individual cases.
3. acquire and maintain a working knowledge of the special education programs and services provided by the Board.
4. present to the Committee the interests, concerns and suggestions of the association which they represent, regarding the programs or services of the Board.
5. suggest items of concern for inclusion on the agenda
6. suggest appropriate educational topics for discussion
7. make motions for debate and decision
8. keep the local association which they represent informed of the proceedings of the Committee
9. be available as an informed and knowledgeable resource to the parents of exceptional children. This could include providing information on the special education programs, services and procedures of the Board including in particular the Identification, Placement and Review procedures and appeals
10. be available as an informed and knowledgeable resource for the schools and the community
11. attend meetings on a regular basis, or to inform the alternate and the SEAC chair or SEAC secretary when he/she cannot attend the meeting. When so informed, it is the responsibility of the alternate to attend the meeting and act in the member's place.

A quorum is defined as the majority of the members of the Committee.

Meetings shall be held once monthly, except July and August.

Meetings shall commence at 7:15 p.m. and end at 9:15 p.m. Extensions may be made by a majority vote.

The appropriate rules of the Board shall govern the order and conduct of the meeting of the Committee.

At the first meeting of the Committee in December, the members shall elect one of their members as chair and one of their members as vice-chair for a one-year term. The vice chair shall act as the chair in the chair's absence.

Every member present at a meeting, or his/her alternate when attending the meeting in place of the member, shall have one vote.

The chair may vote with the membership.

In the case of a tie vote, the motion shall be lost.

- 1) The Board shall make available to the SEAC personnel and facilities necessary for the proper functioning of the committee.
- 2) The Board shall provide the members of SEAC and their alternates with timely information and orientation regarding:
 - (a) the role of SEAC and the Board in relation to special education
 - (b) Ministry and Board policies and Board decisions relating to special education.
- 3) Prior to making a decision on a recommendation made by SEAC, the board shall provide an opportunity for SEAC to be heard by the Board or any other committee of the Board to which the recommendation is referred.
- 4) SEAC shall have the opportunity to participate in the Board's annual review of the special education plan.
- 5) SEAC shall be provided with the opportunity to participate in the annual budget process as it relates to special education.
- 6) SEAC shall be provided with the opportunity to review the financial statements of the Board that relate to special education.

3. Correspondence from Glenwood School Council

It was moved by H. Bushey:

- (a) That SEAC support the recommendation of the Parent Council from Glenwood School (attached) regarding students moving from Glenwood School to Fairview School in Hamilton.

4. Overview of Special Education Programs and Services in the Hamilton-Wentworth District School Board

It was moved by J. Bishop:

That SEAC support the concept of appropriate feeder school patterns for Special Education students.

Rationale for Recommendation 4.

"Appropriate" is to mean special education children would proceed to their next school without going outside their cluster of schools, similarly to other children in the system.

CARRIED UNANIMOUSLY.

11. Hamilton Council of Home and School Associations re rep on SEAC

RESOLUTION #98-129: It was moved by R. Woodworth, seconded by J. Bishop that Sue Anderson replace Linda Burns as the Hamilton Council of Home and School Association representative to the Special Education Advisory Committee.

CARRIED UNANIMOUSLY.

12. Transitional Issues

M. Matier reported that the Transition Sub-Committees, involving 360 people, have been meeting. The Superintendents who are co-ordinating the work of these committees have reported positive levels of dialogue and participation. The Steering Committee will have its initial meeting next week. Responding to a question raised at the Education Committee regarding the aligning of

the former Board policies, M. Matier felt that staff could do the housekeeping aspect of pulling the policies together for comparison purposes. Those policies not falling within any of the transitional committee mandates, could be brought to the Board for direction.

A. Greenleaf indicated that a staff member has already been assigned to this housekeeping task and that the Joint Advisory Committee will be formed following the vote to establish the bargaining units for staff.

M. Matier acknowledged that the rapid turn around time has created a communications dilemma that will be difficult to address given the frequent meetings of all the sub-committees.

13. Report re Operations Portfolio

RESOLUTION #98-130: It was moved by L. Orban, seconded by J. Bishop that the operations portfolio be re-designed by the transfer of all non-Plant functions to the business portfolio.

One trustee referenced public relation concerns around the Board's switchboard/voice mail system and hoped some of these would be addressed.

To the motion, CARRIED UNANIMOUSLY.

14. Staff Placement Reports

D. Grant responded to a question that, as the report indicates, the Placement Committee met officially to consider the proposed job content of the Manager of Accommodation and Planning and the determination was that this is not a new position. Given that it resembled closely the portfolio held by Daryl Sage in the former City Board, he was considered to be the sole incumbent.

RESOLUTION #98-131: It was moved by L. Orban, seconded by H. Bullock that the Staff Placement Report on the Manager of Accommodation and Planning be received for information.

CARRIED UNANIMOUSLY.

15. Questions of Committee Chairs

Nil.

16. Chairs' Reports

R. Mulholland distributed coffee mugs displaying the Board's new logo to the Senior Officials and Trustees as a gesture of appreciation for their supportive and co-operative work over the past months.

L. Orban publicly thanked the Chair for his supportive role in the ongoing merger activities of the new school board.

17. OPSBA Report

J. Bishop referenced her written report attached to the agendas.

RESOLUTION #98-132: It was moved by L. Orban, seconded by E. Johnstone that the OPSBA report be referred to the Officials to be incorporated into the analysis of the funding model being presented to the Caucus of the Board.

CARRIED.

17. (a) School Trips

RESOLUTION #98-133: It was moved by R. Woodworth, seconded by H. Bullock that the following school trips be approved:

- (a) Grade 11 - Sir Allan MacNab School, Track Meet, Mansfield, Ohio from April 17 to 18, 1998 inclusive;
- (b) Grades 9 to OAC - Westdale, Sir Allan MacNab School, Track Meet, Toronto, Ontario on April 24 and 25, 1998;
- (c) Grades 9 to OAC - Sir Allan MacNab School, Track Meet, Toronto, Ontario on May 1 and 2, 1998;
- (d) Grade 11 - Sir Allan MacNab School, Canadian Skills Competition (Computer), Kitchener, Ontario from May 5 to 6, 1998, inclusive;
- (e) Grades 9 to OAC - Sir Allan MacNab School, Track Meet, Brockville, Ontario from May 8 to 9, 1998, inclusive;
- (f) Grades 9 to OAC - Westmount School, Track Meet, Brockville, Ontario from May 8 to 9, 1998 inclusive.

CARRIED.

CORRESPONDENCE

RESOLUTION #98-134: It was moved by B. Wallace, seconded by R. Woodworth that the following correspondence be referred to the Property Committee:

18. Ancaster High School Advisory Council re Capital Requests for 1998/Major Projects

CARRIED.

RESOLUTION #98-135: It was moved by J. Bishop, seconded by L. Orban that the following correspondence be referred to the Education Committee:

19. Trees for Life Canada re invitation to Principal to join delegation to China

RESOLUTION #98-136: It was moved by R. Woodworth, seconded by J. Bishop that the following correspondence be referred to administration:

20. MOET confirmation of transfer payment for implementation of Provincial Report Card

CARRIED UNANIMOUSLY.

RESOLUTION #98-137: It was moved by B. Wallace, seconded by L. Orban that the following correspondence be received for information:

21. Hamilton East Community Services re thanks for support for obtaining property easement

22. Hamilton-Wentworth Regional Police re thanks for assistance in an investigation

CARRIED.

RESOLUTION #98-138: It was moved by J. Rogers, seconded by L. Orban that the following correspondence be received and filed:

23. B. and J. Porter re teacher-librarians

RESOLUTION #98-139: It was moved by B. Wallace, seconded by R. Woodworth that the following correspondence be received and filed:

- 24. Copy of invitation to Assistant Deputy Minister to accommodation update meeting
- 25. EIC response to parental letters regarding new school facilities in Waterdown
- 26. EIC re confirmation of name of DSB #21

CARRIED.

DISTRIBUTION

Nil.

27. PUBLIC QUESTIONS OF CLARIFICATION

Nil.

B. Wallace confirmed with the Education Committee members that there would be a quorum present for the May meeting despite the scheduling of Education Week activities that evening.

RESOLUTION #98-140: It was moved by B. Wallace, seconded by R. Woodworth that the Board meet in-camera.

CARRIED.

The Board then met in-camera with the open session resuming at 10:40 P.M.

RESOLUTION #98-141: It was moved by B. Wallace, seconded by H. Bullock that all motions made in-camera be adopted as follows:

1. It was moved by L. Orban, seconded by E. Johnstone that all motions made at the Special In-camera Board on April 15, 1998 be approved as follows:

(a) Expulsion Hearing

It was moved by W. Hicks, seconded by J. Rogers that a student in our system be expelled from The Hamilton-Wentworth District School Board effective 1998 04 15.

(b) Glendale Suspensions/Expulsion Recommendations

It was moved by J. Rogers, seconded by J. Dewar that the authorization by the Director of Education for the Principal to extend the suspensions beyond the twenty-day limitation in the Education Act, ss.(1.1) of several students awaiting expulsion hearings before the Board be confirmed.

2. Report of the Education Committee

It was moved by B. Wallace, seconded by J. Rogers that the Report of the Education Committee dated April 2 and April 16 be adopted as follows:

(a) Report dated April 2, 1998

1. Personnel Report

It was moved by J. Bishop: That the Personnel Report dated April 2, 1998 be adopted and the following recommendations contained therein be approved:

- (a) Motion re granting credit for experience to teachers.

2. Request for Leave

It was moved by J. Rogers: That Marijus Gudinskas, Teacher at Janet Lee School, be granted three days' leave of absence from June 24, 1998 to June 26, 1998 inclusive under the provisions of Policy 10.1.04.

3. Election of Severance Option

(a) It was moved by E. Johnstone: That the Board accept the election of Joyce Ferguson for the payment of severance effective April 30, 1998 and approve the severance and notice payment as provided in the PASS Employment Policies and Procedures booklet.

(b) It was moved by E. Johnstone: That the Board accept the election of Mary Lou Yarowski for the payment of severance effective December 31, 1998 and approve the severance and notice payment as provided in the PASS Employment Policies and Procedures booklet.

(b) Report dated April 16, 1998**1. Request for Leave**

It was moved by J. Rogers that Brad Kuhn be granted a one-year extension to his leave of absence which currently ends on June 30, 1998. This extension would continue until June 30, 1999.

3. Report of the Business Committee

On behalf of L. Orban, it was moved by R. Woodworth, seconded by E. Johnstone that the Report of the Business Committee dated April 9, 1998 be adopted as follows:

4. Clarification of Sibling Rule - Dundas High Schools

It was moved by H. Bullock that The Hamilton-Wentworth District School Board approve that the assigned superintendent be given the flexibility to interpret the sibling rule from a family perspective rather than an individual student perspective for the Dundas high schools. As long as a student attends the other secondary school under the sibling rule, all other siblings are eligible to apply under the same rule.

5. Jerseyville School Lease

It was moved by R. Woodworth that the Board agree to extend the term of the current lease of Jerseyville School to Steven and Alison Will until June 30, 1999, subject to the approval of the Ministry of Education and Training if necessary.

6. Flamborough Option to Purchase School Board Lands

It was moved by R. Woodworth that The Hamilton-Wentworth District School Board send a letter to the Town of Flamborough requesting that, in consideration of the partnership demonstrated by the Board's approval of the proposal from the Town of Flamborough dealing with a plan to provide accommodation for pupils on school board lands adjacent to Waterdown District High School, the Town of Flamborough consider waiving future permit fees relative to the building of a new elementary school.

7. Bus Routes #1 and #4 for Mount Hope Public School

The correspondence from Randy and Karen Moore regarding the change in bus route #1 to bus route #4 be received for information.

8. Meadowbrook Manors

It was moved by R. Woodworth that the correspondence from A. Kelly, Meadowlands of Ancaster, re reserved public school site be referred to Proctor and Redfern for comment.

9. Chapel East Neighbourhood

It was moved by R. Woodworth that the correspondence from L. Szpirglas, Mercedes Homes, re Chapel East Neighbourhood be referred to administration.

10. Legal Services Update

It was moved by W. Hicks, seconded by J. Dewar that the firms short-listed from the legal services proposal call, as presented, be invited to appear before the Business Committee at its next meeting to make a 10 minute presentation about their respective proposals.

11. Tri-Board Transition Funding Proposal

It was moved by R. Woolworth, seconded by W. Hicks that The Hamilton-Wentworth District School Board approve participation in a Tri-Board Transition Funding Proposal dealing with technical training.

12.(a) Update re Staff Situation

Motions regarding two staff situations.

13. Elementary Principal Appointment

It was moved by B. Wallace, seconded by R. Woodworth that Gail Patti-Buntain be appointed to the position of elementary principal, effective April 16, 1998, with initial placement at C.H.Bray Public School.

14. CORRESPONDENCE

(a) Motion regarding receiving two pieces of correspondence for information.

(b) Suspension Appeal

It was moved by R. Woodworth, seconded by L. Orban that a student Suspension Appeal be referred to the Superintendent Thompson.

15. SUSPENSION REPORT

Received for information.

RESOLUTION #98-142: It was moved by R. Woodworth, seconded by B. Wallace that the Board meeting adjourn, this being done at 10:45 p.m.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Open Session Special Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on May 7, 1998.

Those present:

Reg Woodworth, Chair

Judith Bishop

Heather Bullock

Janice Dewar

Wes Hicks

Eleanor Johnstone

Lillian Orban

Laura Peddle

Joe Rogers

Bruce Wallace

Regrets:

Ray Mulholland

In attendance:

Allan A. Greenleaf, Director of Education and Secretary

Ken Bain, Superintendent of Education - County West

Marguerite Botting - Superintendent of Instructional Services

Krys Croxall, Superintendent of Education - County East

Pat Gillie, Superintendent of Education - Mountain East

Don Grant, Superintendent of Business and Treasurer

Wayne Joudrie, Superintendent of Education - City East

Merv Matier, Superintendent of Transitional Services

Stew Thompson, Superintendent of Education - Mountain West

Lucy Veerman, Acting Senior Financial Officer

Ken Waters, Superintendent of Education - Secondary West (Secondary Operations Lead)

Also Present:

Deborah Russon, Manager, Employee Relations

The Chair called the meeting to order at 10:16 p.m.

2. Approval of Agenda

It was moved by J. Dewar, seconded by L. Peddle: That the agenda be approved as distributed.

CARRIED.

3. Adoption of the In-camera Session of the Special Board Report

RESOLUTION #98-143: Moved by J. Dewar, seconded by J. Bishop: That all motions made in-camera be adopted as follows:

1. Reports of the Salary Committee

(a) dated April 27, 1998

It was moved by W. Hicks, seconded by L. Orban: That the following Report of the Salary Committee dated April 27, 1998 be adopted:

1. Seniority List - Elementary Teachers

It was moved by E. Johnstone: That the Memorandum of Agreement between The Hamilton-Wentworth District School Board and The Federation of Women Teachers' Associations of Ontario and The Ontario Public School Teachers' Federation representing Elementary non-occasional teachers employed by the Board be adopted (attached).

2. Retirement Gratuities

It was moved by R. Mulholland: That, by Resolution, The Hamilton-Wentworth District School Board agree to pay the retirement gratuity to those employees who are eligible to retire from the teaching profession, having reached the 85 Factor and who are pensionable under the Teachers' Pension Plan Act at the time of retirement. This resolution will apply only to those teachers who:

- (a) notify the Board no later than May 31, 1998 that they will be retiring under the 85 Factor, and
- (b) meet the qualifying years for the payment of the retirement gratuity in accordance with the applicable collective agreement, and
- (c) are retiring in the 1998 calendar year.

(b) dated May 7, 1998

It was moved by W. Hicks, seconded by B. Wallace: That the following Report of the Salary Committee, dated May 7, 1998, be adopted:

1. Seniority List - Secondary Teachers

It was moved by B. Wallace: That the Memorandum of Agreement dated April 30, 1998 between The Hamilton-Wentworth District School Board and The Ontario Secondary School Teachers' Federation (attached) be adopted.

2. It was moved by L. Orban, seconded by E. Johnstone: That the Board defer its decision on the request from OSSTF, District 8 (City Board) pending further information on May 28, 1998 on the number of retirement requests and a calculation of the costs.

3. Special Report of the In-camera Session of the Education Committee

It was moved by B. Wallace, seconded by E. Johnstone: That the following In-Camera Special Report of the Education Committee be adopted:

(a) Voluntary Exit Plan

It was moved by J. Bishop: That the Board implement a Voluntary Exit Plan for identified non-teaching employee groups within the Board in order to achieve staff downsizing targets and financial objectives through voluntary departure.

(b) Posting of Payroll Supervisor Position

It was moved by J. Rogers: That the position of Payroll Supervisor be posted.

CARRIED UNANIMOUSLY.

4. SPECIAL REPORT OF THE EDUCATION COMMITTEE

RESOLUTION #98-144: It was moved by E. Johnstone, seconded by J. Bishop: That the following recommendation in the Special Report of the Education Committee, dated May 7, 1998, be adopted:

(a) School Year Calendar for the 1998-1999 School Year, as detailed in Appendices D, E, F, F1 and F2, for the Elementary and Secondary Schools and Section 27 Program in the report presented at the April 16, 1998 Special Meeting of the Education Committee, be approved and submitted to the Ministry of Education and Training.

In recognition that this may not be a perfect calendar, it was still supported by some members as the best model for the system under this year's circumstances.

Members opposed to the motion voiced their concerns on the following:

1. different school start dates for the elementary and secondary panels
2. declaring a Board holiday on Friday, September 3rd
3. concerns of some parents with students starting school before Labour Day
4. a negative public perception of the Board the calendar would create

One trustee offered an alternative of adding to the minimum instructional days to accommodate the potential loss of school time due to inclement weather.

To the motion, **LOST, 5 IN FAVOUR, 5 OPPOSED.**

It was clarified for one member that a defeated motion could not be tabled; however, a rescinding motion may be permitted if new information is forthcoming.

It was moved by L. Peddle, seconded by L. Orban: That the School Year Calendars for the 1998-1999 School Year detailed in Appendices A1, A2, A3 and A4, for the Elementary and Secondary Schools and Section 27 Program in the report presented at the May 7, 1998 Education Committee meeting be approved and submitted to the Ministry of Education and Training.

Noting the time to be 10:30 p.m.,

It was moved by B. Wallace, seconded by H. Bullock: That the Board continue to meet past 10:30 p.m.

CARRIED.

Several concerns surfaced in the ensuing debate.

One member suggested a September 1st start date with Friday, September 3rd declared as a Board holiday.

The Director suggested that, in view of the confusion arising from the debate at such a late hour, the members might wish to continue deliberation of the issue on Thursday, prior to the Business Committee meeting to provide additional time for review of the options available.

RESOLUTION #98-145: It was moved in amendment by L. Peddle: That consideration of the motion be deferred to a Special Meeting of the Board on Thursday, May 14, 1998, prior to the Business Committee meeting.
CARRIED, 6 IN FAVOUR, 4 OPPOSED.

The Chair indicated that this special meeting would probably be scheduled at 6:00 p.m. on Thursday.

ADJOURNMENT:

It was moved by H. Bullock, seconded by W. Hicks: That the meeting adjourn, this being done at 10:45 p.m.

CARRIED.

rt

MEMORANDUM OF AGREEMENT

Between

THE HAMILTON/WENTWORTH DISTRICT SCHOOL BOARD
(hereinafter referred to as "the Board")

And

THE FEDERATION OF WOMEN TEACHERS' ASSOCIATIONS OF ONTARIO

And

THE ONTARIO PUBLIC SCHOOL TEACHERS' FEDERATION

Acting jointly, representing

Elementary non-occasional teachers employed by the Board
(hereinafter referred to as "the Union").

1. The Board and the Union agree to the seniority provisions in the attached document, "Article 21 Seniority" dated April 23, 1998, in accordance with the requirements of s. 277.14 (7) and s. 277.14(8) of the *Education Act* as amended by the *Education Quality Improvement Act, 1997* [sic].
2. The Board and the Union agree to meet to identify those Teachers who, in the past, have been granted a general or personal leave for health reasons. Those Teachers so identified will accrue seniority for those leaves. In the future, the Board and the Union agree that any Teacher who must go on leave for health reasons will have that leave considered as a disability leave and will accrue seniority for such leave.
3. This agreement is subject to ratification by both parties.

Signed at Hamilton, Ontario this _____ day of April, 1998.

For the Board:

For the Union:

Joseph Dunlop President, Hamilton Women Teachers' Association
Debbie Mitchell President, OPSTF-Hamilton District
Jennie Robson President, Wentworth Women Teachers' Association
J. White President, OPSTF-Wentworth District

ARTICLE 21 – SENIORITY

- 21.01 The seniority provisions developed in accordance with this Article shall be used only for the purposes of Surplus and Lay-Off.
- 21.02 “Seniority” is defined as the length of “Total Employment” as an Elementary Teacher with the Board and its predecessors.
- 21.03 “Total Employment” is defined as the total number of years of employment with the Board and its predecessors in the Elementary Panel that a Teacher has accumulated as a permanent or probationary Teacher regardless of whether the employment is full-time or less than full-time. All calculations shall be rounded to the nearest 1/10 of a year.
- 21.04 The effective date at which Seniority shall be calculated shall be August 31 of each year.
- 21.05 The Board shall prepare a list ranking every Elementary Teacher covered by this Collective Agreement. The prepared list shall include all Principals and Vice-principals who have elected, effective April 1, 1998, to return to the bargaining unit. The list shall include each Teacher in decreasing order of seniority. This master seniority list shall be available in all work sites employing Elementary Teachers by March 1 of each year. The list shall specify all factors which determine the seniority status of each Teacher respectively, as determined and accumulated in accordance with this Article.
- 21.06 A Teacher shall have ten (10) working days to appeal the Teacher’s position on the Seniority List by stating the reasons for the appeal in writing, including all necessary documentation, to Human Resources, or the list shall be deemed correct. Human Resources shall review each appeal and revise the Teacher’s placement if warranted. The Teacher and the Local shall be advised as to the decision of Human Resources. No later than March 31st, the revised seniority list shall be distributed. The list may be amended from time to time when a new Teacher is employed or the employment of a Teacher is terminated. The master seniority list shall be published annually.
- 21.07 (a) Seniority shall be established within the Elementary Panel by determining Total Employment with the Board and its predecessors in the Elementary Panel as determined under Article 21.03.
- (b) Notwithstanding Article 21.07 (a), no Teacher shall have any previously accumulated seniority reduced or removed as a result of the application of the provisions outlined in this Article.
- 21.08 When two or more Teachers are initially found to have equal seniority, the following order of tie-breaking shall be used:
- (a) total accumulated employment as an Elementary Occasional Teacher with the Board on a long-term contract after December 31, 1997;
- (b) total employment as a Teacher with the Board and its predecessors in the secondary panel and where equal;
- (c) total employment as a teacher in either the elementary or secondary panel with other school boards/authorities and where equal;
- (d) by lot to be conducted annually.

21.09 Effective January 1, 1998, for the purposes of this Article, a Teacher shall continue to accumulate seniority during any and all leaves of absence except unpaid personal or general leaves.

MEMORANDUM OF AGREEMENT
BETWEEN
THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
AND
THE ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION

The Board and the Union agree to the seniority provisions in the attached document dated April 30, 1998, in accordance with the requirements of s. 277.14 (7) and s. 277.14 (8) of the Education Act as amended by the Education Quality Improvement Act, 1997 [sic].

Dated at Hamilton this 30th day of April, 1998.

For the Board:

For the Union:

John Byrne
Colleen Gray
Brian Radtke

OSSTF TRANSITION TEAM PROPOSAL

FOR COMBINING THE SENIORITY LISTS OF DISTRICT 36 AND 8

"A"

and

FOR ACCRUING SENIORITY AS TEACHERS OF DISTRICT BOARD #21

"B"

"A"

In order to combine the existing District 36-Wentworth seniority list with the existing District 8-Hamilton seniority list, the following criteria shall be used for the initial placement on the list for all OSSTF members who were employed by either board on December 31, 1997.

- (i) Current seniority with either one of the Wentworth Board or the Hamilton Board of Education plus:
 - (a) Wentworth teachers who have elementary experience either the Wentworth County Board of Education, continuous with their secondary experience, shall receive full seniority credit for this experience
 - (b) Hamilton teachers who have secondary experience with the Hamilton Board, and who are currently not receiving seniority credit for this service because a break in service occurred, shall receive full seniority credit for this experience.
 - (c) Hamilton teachers on probationary contracts shall have their seniority calculated in the same way as all other teachers.

and where seniority as calculated in (i) is equal, the teacher

- (ii) with the greatest amount of other teaching experience in either panel in either the Wentworth County Board of Education or the Hamilton board of Education shall be considered to have the greatest seniority.

and where seniority as calculated in (i) and (ii) is equal the teacher

- (iii) with the greatest other secondary teaching experience shall be considered to have the greatest seniority.

and where seniority as calculated in (i), (ii), (iii) is equal the teacher

- (iv) with the greatest other elementary teaching experience shall be considered to have the greatest seniority

and where seniority as calculated in (i), (ii), (iii), and (iv) is equal, the teacher

- (v) with the earliest documented acceptance of a teaching position with the Wentworth or Hamilton Boards of Education shall be considered to have the greatest seniority.

Should there be teachers with equal seniority after the criteria above is applied, final position on the seniority list shall be determined by lottery.

"B"

For all teachers who were employed by the former Hamilton or Wentworth Boards of Education additional seniority from January 1, 1998 on, and for all teachers hired on or after January 1, 1998, seniority,

shall be determined by

- (i) continuous secondary service with the Hamilton-Wentworth District Board of Education *including long term occasional experience with the Hamilton-Wentworth District School Board accrued on and after January 1, 1998.*
- (a) all approved leaves of absence, including layoff with recall rights, shall not be considered an interruption of continuous service. *Seniority shall continue to accrue during any and all leaves of absence except unpaid personal or general leaves.*
- (b) *seniority shall accrue on a full-time basis regardless of the length of the teaching assignment.*

and

where seniority as calculated by continuous service with the employer within the secondary panel is equal, the criteria as listed below shall be used to determine which teacher has the greatest seniority:

- (ii) with the greatest amount of other teaching experience in either panel in the former Wentworth County Board of Education or the former Hamilton Board of Education or the Hamilton Wentworth District School Board shall be considered to have the greatest seniority.

and where seniority as calculated in (i) and (ii) is equal the teacher

- (iii) with the greatest other secondary teaching experience with school boards outside of Ontario shall be considered to have the greatest seniority.

and where seniority as calculated in (i), (ii), (iii) is equal the teacher

- (iv) with the greatest elementary teaching experience with school boards in Ontario shall be considered to have the greatest seniority

and where seniority as calculated in (i), (ii), (iii), and (iv) is equal, the teacher

- (v) with the greatest out of province teaching experience shall be considered to have the greatest seniority.

and where seniority as calculated in (i), (ii), (iii), (iv) and (v) is equal, the teacher

- (vi) with the earliest documented acceptance of a teaching position with the former Wentworth or Hamilton Boards of Education or the Hamilton Wentworth District Board of Education, shall be considered to have the greatest seniority.

Should there be teachers with equal seniority after the criteria above is applied, final position on the seniority list shall be determined by lottery

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Open Session Special Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on May 14, 1998.

Those present:

Ray Mulholland, Chair

Judith Bishop

Heather Bullock

Wes Hicks

Eleanor Johnstone

Lillian Orban

Laura Peddle

Bruce Wallace

Reg Woodworth

Regrets:

Janice Dewar

Joe Rogers

In attendance:

Merv Matier, Superintendent of Transitional Services and Secretary Pro Tem

Ken Bain, Superintendent of Education - County West

Marguerite Botting - Superintendent of Instructional Services

Krys Croxall, Superintendent of Education - County East

Pat Gillie, Superintendent of Education - Mountain East

Don Grant, Superintendent of Business and Treasurer

Wayne Joudrie, Superintendent of Education - City East

Stew Thompson, Superintendent of Education - Mountain West

Lucy Veerman, Acting Senior Financial Officer

The Chair called the meeting to order at 6:00 p.m. and noted that A. Greenleaf had sent his regrets for being unable to attend this evening's meeting.

It was moved by R. Woodworth that Merv Matier be appointed Secretary Pro Tem.

CARRIED.

2. Approval of Agenda

It was moved by B. Wallace, seconded by L. Orban: That the agenda be approved as distributed.

CARRIED.

3. 1998-1999 School Year Calendar

The Chair noted that, at the May 7 Special Meeting of the Board, consideration of the following motion was deferred to this meeting:

It was moved by L. Peddle, seconded by L. Orban: That the School Year Calendars for the 1998-1999 School Year detailed in Appendices A1, A2, A3 and A4, for the Elementary and Secondary Schools and Section 27 Program in the report presented at the May 7, 1998 Education Committee meeting be approved and submitted to the Ministry of Education and Training.

L. Peddle stated she would like to withdraw her motion and the members agreed.

RESOLUTION #98-146: It was moved by L. Orban, seconded by R. Woodworth that

(a) the School Year Calendar for Elementary Schools be established as follows:

(i) the School Year to begin on September 1, 1998 and end June 28, 1999.

(ii) Professional Activity Days: September 28, 1998, November 30, 1998, March 5, 1999 and June 28, 1999

(iii) September 4, 1998 as a Board designated holiday.

and

(b) the School Year Calendar for Secondary Schools be established as follows:

(i) the School Year to begin on September 1, 1998 and end June 28, 1999.

(ii) Professional Activity Days: January 28, 29 and February 1, 1999 and June 25 and 28, 1999

(iii) September 4, 1998 as a Board designated holiday

(iv) Semester I to begin September 1, 1998 and end February 1, 1999

Semester II to begin February 2, 1999 and end June 28, 1999

(v) Examination Days: January 21 to 27, 1999; June 17 to 23, 1999

Note: The PA days in Clause (b) were slightly different when the motion was put on the floor; however, after some discussion at the meeting, L. Orban agreed to a friendly amendment to reflect the above.

One trustee questioned whether the secondary school students would return for an 'instructional day' at the end of June and noted the general understanding that it was a day designed for students to gather their things before school closed for the summer. P. Gillie noted that representatives from both the County and City Boards on the Calendar Committee believed that that day was valuable in providing an opportunity to both review and discuss the results of examinations with the students.

In debating the motion, support for the elementary calendar was expressed. However, there was concern with the secondary calendar particularly for those students who have job commitments which could cause them to miss 3 days of school. As had been stated at previous meetings when the calendars were discussed, designating Friday, September 4 as a Board holiday remained a concern with some members.

The Chair agreed to vote on the Clauses separately. It was clarified that the school year calendar for Section 27 program would be considered separately from this motion.

Clause (a) was put to a vote and was CARRIED UNANIMOUSLY.

Prior to the Chair calling the vote, several trustees spoke in opposition to Clause (b) believing the Board should reconsider the original calendar as submitted by the Calendar Committee. While acknowledging that it was not 'perfect', it was offered as the best alternative given the scheduling parameters this year.

Clause (b) was put to a vote and was CARRIED, 5 IN FAVOUR, 4 OPPOSED.

RESOLUTION #98-147: It was moved by L. Orban, seconded by R. Woodworth that the School Year Calendar for Section 27 Programs, Elementary, be established as follows:

- (i) the School Year to begin on September 1, 1998 and end June 28, 1999.
- (ii) Professional Activity Days: September 28, 1998, November 30, 1998, June 4, 1999 and June 28, 1999
- (iii) September 4, 1998 as a Board designated holiday.

CARRIED UNANIMOUSLY.

RESOLUTION #98-148: It was moved by L. Orban (b) the School Year Calendar for Section 27 Programs, Secondary, be established as follows:

- (i) the School Year to begin on September 1, 1998 and end June 28, 1999.
- (ii) Professional Activity Days: September 28, 1998, January 29, 1999, June 4, 1999 and June 28, 1999
- (iii) September 4, 1998 as a Board designated holiday.
- (iv) Semester I to begin September 1, 1998 and end February 1, 1999
Semester II to begin February 2, 1999 and end June 28, 1999
- (v) Examination Days: January 21 to 27, 1999; June 17 to 23, 1999

CARRIED, 5 IN FAVOUR, 4 OPPOSED.

It was clarified for the members that the "Board designed holiday" on September 4, 1998 is for the teachers and not all Board employees.

Transitional Workshop

M. Matier distributed information relative to the workshops scheduled in early June.

RESOLUTION #98-149: It was moved by B. Wallace, seconded by H. Bullock that the meeting adjourn.

CARRIED.

The meeting then adjourned, this being done at 6:45 p.m.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Open Session of the Special Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on May 19, 1998.

Those present:

Ray Mulholland, Chair

Wes Hicks

Eleanor Johnstone

Lillian Orban

Joe Rogers

Bruce Wallace

Reg Woodworth

Regrets:

Judith Bishop

Heather Bullock

Janice Dewar

Laura Peddle

In attendance:

Allan A. Greenleaf, Director of Education and Secretary

Murray Quinn, Superintendent of Education

The Chair called the meeting to order at 9:35 a.m.

Report of the In-camera Session of the Board Meeting

RESOLUTION #98-150: Moved by B. Wallace, seconded by R. Woodworth: That all motions made in-camera be adopted as follows:

1. Personnel Recommendation

It was moved by B. Wallace, seconded by W. Hicks that the date of 1998 05 19 for Alison Boodhoo to leave the employ of the Board be approved.

CARRIED.

RESOLUTION #98-151: It was moved by B. Wallace, seconded by W. Hicks: That the meeting be adjourned, this being done at 11:45 a.m.

CARRIED UNANIMOUSLY.

The meeting then adjourned, this being done at 11:45 a.m.

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Minutes of the Open Session of the Regular Board Meeting of The Hamilton-Wentworth District School Board held at the Board Offices, 100 Main Street West, Hamilton, Ontario, on May 21, 1998.

Those present:

Ray Mulholland, Chair
Judith Bishop
Heather Bullock
Janice Dewar
Wes Hicks
Eleanor Johnstone
Lillian Orban
Laura Peddle
Joe Rogers
Bruce Wallace
R. Woodworth

In attendance:

A. A. Greenleaf, Director of Education and Secretary
M. Botting, Superintendent of Instructional Services
K. Bain, Superintendent of Education
K. Croxall, Superintendent of Education
P. Gillie, Superintendent of Education
D. Grant, Superintendent of Business and Treasurer
W. Joudrie, Superintendent of Education
M. Matier, Superintendent of Transitional Services
S. Thompson, Superintendent of Education
K. Waters, Superintendent of Education
L. Veerman, Senior Financial Officer

The Chair called the open session to order at 8:11 p.m. and the members commenced the meeting with the singing of O'Canada.

3. Public Question Period

A. Greenleaf read a letter from Michelle Clarke seeking further clarification of her previous questions to the Board. The members agreed to receive her correspondence for information.

4. Approval of Minutes - March 31, April 2 and April 16, 1998

RESOLUTION #98-152: It was moved by J. Rogers, seconded by B. Wallace that the minutes of March 31, April 2 and April 16, 1998 be approved as distributed.

CARRIED UNANIMOUSLY.

5. Business Arising from the Minutes

Nil.

6. Approval of Agenda

The following items were added:

18. (a) 1998-1999 School Year Calendars

35. (b) Response from Town of Flamborough re waiver of municipal fees

35. (c) re 1998-1999 School Year Calendar

- (i) Ilona Spleit
- (ii) Marianne Moal
- (iii) Wendy Black

RESOLUTION #98-153: It was moved by L. Orban, seconded by J. Rogers that the agenda be approved as amended.

CARRIED UNANIMOUSLY.

7. Presentation

(a) Designer of the Board Logo – Glen Brown, teacher at Memorial School

J. Allison, Public Relations Officer, introduced Glen Brown, the designer of the approved logo for the new Board and the Chair offered congratulations to Mr. Brown on the successful design to represent the new district school board.

8. Report of the Education Committee

RESOLUTION #98-154: It was moved by B. Wallace, seconded by E. Johnstone that the Report of the Education Committee dated May 7 be approved as follows:

1. Board Referral**(a) Trees for Life Canada re Invitation to Principal to Join Delegation to China**

It was moved by J. Rogers: That Dave Johnman, Principal of Central Park School, represent the Hamilton-Wentworth District School Board as a member of the Canadian "Trees for Life" delegation visiting Beijing China from October 15 to October 25, 1998.

2. Personnel Report

It was moved by J. Rogers: That the Personnel Report dated May 7, 1998 be adopted and the recommendations contained therein be approved:

SECTION I K. Croxall, Superintendent of Schools**A. APPOINTMENTS AND TRANSFERS - nil****B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS - nil****1) Retirements**

That the resignations of the following staff, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Jeanette Moore, Elementary Teacher, June 30, 1998

Janice Sperling, Elementary Teacher, June 30, 1998

Frances M. Quart, Elementary Teacher, June 30, 1998

That the resignations of the following staff, for the purpose of retirement, effective as shown, be accepted with regret:

Anne Jarvis, Elementary Teacher, June 30, 1998

C. LEAVES OF ABSENCE**1) General Leaves**

That the request of the following staff for a Leave of Absence, effective as shown, be granted:

Charlene Trotti, Elementary Teacher, September 1, 1998 to August 31, 1999

Heather Moyer, Elementary Teacher, June 9, 1998 to December 18, 1998

Lisa Martin, Elementary Teacher, June 6, 1998 to January 24, 1999

2) Leave of Absence - Change in Date

That the dates of the Leave of Absence granted to **Deborah Smith**, Elementary Teacher at a previous meeting, be changed to April 29, 1998 to November 22, 1998.

D. PROBATIONARY AND PERMANENT CONTRACTS

That the following staff be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Steve Baker, Elementary Teacher, April 1, 1998

E. OTHER MATTERS REQUIRING BOARD ATTENTION - nil**SECTION II K. Bain , Superintendent of Schools****A. APPOINTMENTS AND TRANSFERS - nil****B. RESIGNATIONS, RETIREMENT AND TERMINATIONS - nil****1) Retirements**

That the resignations of the following staff, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Keith Pearcey, Elementary Teacher, June 30, 1998

Faye Riddell, Elementary Teacher, June 30, 1998

C. LEAVES OF ABSENCE**1) Leave of Absence - Change in Date**

That the dates of the Leave of Absence granted to **Georgina Hewitt**, Elementary Teacher at a previous meeting, be changed to January 1, 1999 to December 31, 1999.

D. PROBATIONARY AND PERMANENT CONTRACTS - nil**E. OTHER MATTERS REQUIRING BOARD ATTENTION - nil****SECTION III K. Waters, Superintendent of Schools****A. APPOINTMENTS AND TRANSFERS - nil****B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS****1) Resignation**

The Administration wishes to inform the Board of the following resignation:

Eleanor Daly, Secondary Teacher, effective August 31, 1998

2) Retirements

That the resignations of the following staff, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Mary Eastman, Secondary Teacher, June 30, 1998

George C. Watson, Secondary Teacher, June 30, 1998

3) Retirements - Change in Date

That the dates of retirement for the following staff, approved at a previous meeting, be changed, as shown:

Gord Conroy, Secondary Teacher, June 30, 1998

Henry Veenstra, Secondary Teacher, June 30, 1998

C. LEAVE OF ABSENCE - nil**D. PROBATIONARY AND PERMANENT CONTRACTS - nil****E. OTHER MATTERS REQUIRING BOARD ATTENTION - nil****SECTION IV D. Grant, Superintendent of Business and Treasurer****A. APPOINTMENTS AND TRANSFERS - nil****B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS****1) Resignation**

The Administration wishes to inform the Board of the following resignation:

Nancy Plumridge, Manager of Finance, effective May 15, 1998

C. LEAVES OF ABSENCE**1) General Leaves**

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

Don Wood, Maintenance Mechanic, March 24, 1998 to May 22, 1998

Dusanka Vukobratovic, Custodian, February 3, 1998 to April 30, 1999

D. PROBATIONARY AND PERMANENT CONTRACTS - nil**E. OTHER MATTERS REQUIRING BOARD ATTENTION - nil****SECTION IV D. Russon, Manager, Human Resources Services****A. APPOINTMENTS AND TRANSFERS****1) Promotions**

That the effective date of the appointment of **Michael Rehill**, to the position of Acting Vice-Principal of a Secondary School, be changed to September 1, 1998.

B. RESIGNATIONS, RETIREMENTS AND TERMINATIONS**1) Resignations**

That the date shown for the following staff to Leave the Employ of the Board, be approved:

Barbara Barrow, Assistant Caretaker (Caretaking and Maintenance Staff), April 30, 1998

Teresa Katerberg, Elementary Teacher, May 31, 1998

2) Retirements

(i) That the resignations of the following staff for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Larry Archer, Secondary Teacher, June 30, 1998

Larry Baatz, Elementary Teacher, June 30, 1998

Jeannette DeBruyn, Elementary Teacher, June 30, 1998

Susan Divers, Assistant Caretaker (Caretaking and Maintenance Staff), June 30, 1998

Frederick Dodge, A.V. Technician (Clerical and Technical Staff), August 28, 1998

Eric Hipkiss, Elementary Principal, June 30, 1998

Mary Ingram, Assistant Caretaker (Caretaking and Maintenance Staff), May 31, 1998

Wayne Madden, Secondary Teacher, June 30, 1998

Sharon L. McLachlan, Elementary Teacher, June 30, 1998

Diana Miyata, Elementary Teacher, June 30, 1998

Jean Mumford, Elementary School Secretary (Clerical and Technical Staff), June 30, 1998

Norma Ridge, Elementary Teacher, June 30, 1998

Joan G. Sephton, Elementary Teacher, June 30, 1998

Robert Sharp, Elementary Teacher, June 30, 1998

Mary Teufel, Attendance Clerk (Secondary School Clerical and Secretarial Staff), May 15, 1998

Barka Vuk, Assistant Caretaker (Caretaking and Maintenance Staff), June 30, 1998

John S. Walker, Elementary Teacher, June 30, 1998

(ii) That the effective date of the retirements of the following staff, approved at a previous meeting, be changed, effective as shown:

Ronald Crawford, Secondary Teacher, June 30, 1998

Gary Krar, Secondary Teacher, June 30, 1998.

Adolph Stavnitzky, Secondary Teacher, June 30, 1998

A. Dean Watson, Secondary Teacher, April 30, 1998

B. LEAVES OF ABSENCE**1) General Leaves**

That the requests of the following staff for a Leave of Absence, effective as shown, be granted:

June Baxter, Elementary Teacher, September 1, 1998 to August 31, 1999

Faith Bland, Elementary Teacher, September 1, 1998 to August 31, 1999

Lisa Borkovich, Secondary Teacher, September 1, 1998 to January 29, 1999

Linda Cole, Elementary Teacher, May 22, 1988

Angelo Costanzo, Secondary Teacher, September 1, 1998 to August 31, 1999

Michele Fairfield, Secondary Teacher, September 1, 1998 to January 31, 1999

Carolyn Foreman, Elementary Teacher, June 29, 1998 to August 31, 1998

Michelle Friesen, Elementary Teacher, June 29, 1998 to February 26, 1999

James Holubeshen, Stage Technician (Clerical and Technical Staff), May 22, 1998 to November 26, 1998

G. Christine Johnson, Elementary Teacher, April 21, 1998 (.5)

Susan McCormick, Secretary (Clerical and Technical Staff), June 1, 1998 to December 7, 1998

Allison Montgomery, Elementary Teacher, September 1, 1998 to August 31, 1999
Claudio Noce, Caretaker (Caretaking and Maintenance Staff), June 1, 1998 to July 28, 1998 and August 17, 1998 to November 27, 1998
Lisa Reynolds, Elementary Teacher, May 4, 1998 to January 1, 1999
Barbara Russell Morse, Secondary Teacher, June 5, 1998 to December 11, 1998
Sharon Turner, Elementary Teacher, May 18, 1998 to December 31, 1998
Kim Vallentin, Elementary Teacher, July 20, 1998 to January 22, 1999
Marlene Winsor, Secretary (Clerical and Technical Staff), April 22, 1998

2) "Four over Five"

- i) That the Board rescind the Leave of Absence with Salary Holdback (4 over 5 Plan) for **Faith Bland**, Elementary Teacher, which was approved at the December 1995 Board Meeting.
- ii) That the Leave of Absence with Salary Holdback (4 over 5 Plan) approved for **Richard McQueen**, Elementary Teacher, at the October 1994 Board Meeting be amended to provide for a Leave of Absence with Salary Holdback for the 1999-2000 school year.

3) Leave Extensions

That the requests of the following staff for an extension of their Leaves of Absence, effective as shown, be granted:

Theresa Bernhardt, Elementary Teacher, September 1, 1998 to August 31, 1999
Linda Cole, Elementary Teacher, September 1, 1998
Janis Colohan, Elementary Teacher, September 1, 1998
Joyce Cooper, Elementary Teacher, September 1, 1998
Susan Crossgrove, Elementary Teacher, September 1, 1998
Sandra Dowhan-Santinon, Elementary Teacher, May 15, 1998 to August 31, 1998
Charlene Durritt, Elementary Teacher, September 1, 1998
Leslie Forsyth, Elementary Teacher, September 1, 1998 to December 31, 1998
David Hamilton, Elementary Teacher, September 1, 1998
Gary Krar, Secondary Teacher, May 1, 1998 to June 30, 1998
Julie Marshman MacCuish, Elementary Teacher, September 1, 1998 to August 31, 1999
Caroline McGinnis, Elementary Teacher, September 1, 1998
Margaret Mete, Elementary Teacher, September 1, 1998 to December 31, 1998
Judith Penner, Elementary Teacher, September 1, 1998 to August 31, 1999
Wendy Reeson, Elementary Teacher, September 1, 1998 to August 31, 1999
Janet L. Ross, Secondary Teacher, September 1, 1998 to August 31, 1999
Cheryl Rowatt, Secondary Teacher, April 13, 1998 to August 31, 1998
Sylvie Sauer, Elementary Teacher, September 1, 1998 to August 31, 1999

4) Return from Leave of Absence

That the following staff be returned from Leaves of Absence, effective as shown:

Linda Bland, Elementary Teacher, September 1, 1998
Peter P. Brent, Secondary Teacher, September 1, 1998
Beryl Burgoyne, Secondary, September 1, 1998
Sandra Dowhan-Santinon, Elementary Teacher, September 1, 1998
Carolyn Foreman, Elementary Teacher, June 9, 1998

Joseph Hammill, Secondary Teacher, September 1, 1998
Andrea Kay, Elementary Teacher, September 1, 1998
M. Eleanor Kellam, Elementary Teacher, June 1, 1998
Susan Mackrory, Elementary Teacher, September 1, 1998
Cathy Morningstar-Misiak, Elementary Teacher, September 1, 1998
Cherylin Moses, Elementary Teacher, September 1, 1998
Brian Radke, Secondary Teacher, September 1, 1998
Suzanne Rich, Elementary Teacher, September 1, 1998
Maryann Rimal, Elementary Teacher, September 1, 1998
Sharon Roppel, Secondary Teacher, September 1, 1998
Christine Tate, Elementary Teacher, September 1, 1998
Suzanne Weatherdon, Elementary Teacher, September 1, 1998
Jennifer Wilson-Bridgman, Elementary Teacher, September 1, 1998
Janet Wolfe, Elementary Teacher, September 1, 1998
Colleen Wray, Secondary Teacher, September 1, 1998

D. PROBATIONARY AND PERMANENT CONTRACTS

1) Probationary Staff

That the following be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Elio Giordano, Elementary Teacher, September 1, 1997 (.5)
Karen Keech, Elementary Teacher, September 1, 1997
Lynn Kelly, Elementary Teacher, September 1, 1997 (.5)
Annie Le, Elementary Teacher, September 1, 1997
Judith Lee, Secondary Teacher, May 1, 1998
Lisa Raymond, Elementary Teacher, September 1, 1997
R. Todd Stephens, Elementary Teacher, September 1, 1997

E. OTHER MATTERS REQUIRING BOARD ATTENTION

1) Timetable Changes

That the timetable change of Lynn Lewis, Secondary Teacher, approved at a previous meeting, be changed to .5 (February 4, 1998 to April 30, 1998) and .83 (May 1, 1998).

It was moved by J. Bishop: That the resignation of Brian Reed, Elementary Principal, for the purpose of retirement, effective June 30, 1998, be accepted with regret and the Board's gratuity be paid.

* * * * *

3. Staffing Reports

(a) It was moved by J. Bishop: That the Full Time Equivalent Positions as of May 1, 1998 be received for information.

(b) It was moved by J. Rogers: That the Report on Supply Teacher Usage as of March 31, 1998 be received for information.

(c) It was moved by J. Bishop: That the Temporary Assistance Report - Substitute Cleaner/Casual Assistance Usage as of May 1, 1998 and Temporary Assistance Report - 1997 and 1998 Temporary Assistance Expenditures as of March 31, 1998 be received for information.

4. Report re Suspension Appeal Policy

It was moved by E. Johnstone: That the Board policy on the Suspension of Students be adopted as presented by the Director of Education, on an interim basis, with the question of policy format being referred to the Joint Advisory Committee for review and recommendation.

Clause 5. LOST at Board**5. Student Suspension and Student Expulsion Hearings**

It was moved by E. Johnstone: That, for student suspension, student expulsion and student re-admission hearings, the Board directs that the powers and duties of the Board under the Education Act, Section 23(2) to (5) be exercised and performed by a committee comprised of a minimum of three members of the Board to be designated as required.

6. Joint Advisory Committee - Terms of Reference

It was moved by J. Bishop: That the Terms of Reference of the Joint Advisory Committee be approved as presented by the Director of Education, with the initial meeting to be convened not later than the last week of May 1998.

TERMS OF REFERENCE - JOINT ADVISORY COMMITTEE

The Board recognizes that staff input is extremely valuable in the formulation of sound policy. The role of the Joint Advisory Committee is to consider, to review, to formulate or to initiate recommendations with respect to new or existing policies.

1. Committee Membership shall consist of:
 - (a) Maximum of four trustees;
 - (b) The Director of Education, or his delegate, who shall act as secretary;
 - (c) Maximum of five teachers employed by the Board who are members of O.S.S.T.F. and E.T.F.O.;
 - (d) Maximum five members of other employee unions combined;
 - (e) Two School Council Chairs;
 - (f) One Home and School Representative;
 - (g) Two Principals (one elementary and one secondary);
 - (h) The Student Trustee.
2. Members of the Committee other than trustees shall be appointed by their own membership groups.
3. Election to office shall be for a term of one year.
4. The Joint Advisory Committee shall normally meet at least once a month.
5. The Chairmanship of the Joint Advisory Committee shall be determined by the whole committee at its first meeting, with the Director or his delegate acting as secretary. The use of a recording secretary shall be at the discretion of the Director.
6. A quorum shall consist of one more than half the total membership appointed to the Joint Advisory Committee in any year.

7. Before a proposed policy is brought to the Board, it should be presented to the appropriate committee or organization within the system for input and commentary. Each new policy recommended shall be presented to the Board by the Chairman of the appropriate Board Committee. Similarly, any existing policy in which changes are recommended shall be presented to the Board in like manner.
8. Policy matters referred to the Joint Advisory Committee shall be subject to administrative review before being referred to the appropriate Board Committee.
9. Policy recommendations initiated by the Joint Advisory Committee shall be referred to the Administration for study and response before being brought forward to the Board by the Chairman of the appropriate Board Committee.
10. All Board members and Supervisory Officers should receive copies of J.A.C. minutes regularly, in order to maintain awareness of policy development.
11. Meetings shall adjourn at 10:00 p.m. unless extended by a majority vote.

7. Report re Annual Review of Special Education Plan

It was moved by J. Bishop: That the Report re Annual Review of Special Education Plan dated April 28, 1998 be accepted for submission to the Ministry of Education and Training.

8. Policy - Student Trustee

It was moved by J. Bishop: That the Policy on Student Trustee be referred back to the officials taking into consideration the trustees' concerns and suggestions.

9. Agenda Reports (former City Board)

It was moved by J. Bishop: That updates or reports to the Board be continued for the following agenda reports (former City Board):

1. Staff/Volunteer Coaches Appreciation Event
2. Performance Appraisal System
3. Occupational Health and Safety
4. Adult and Continuing Education Annual Report/Non-Profit Corporation
5. Progress Report on the Revision of Special Education Programs
6. Freedom of Information Activities
7. Environmental Policy
8. Public Relations

10. School Trips

It was moved by E. Johnstone: That the following trip requests be approved:

- a) Grades 4 to 6, Strathcona School, Literary studies - Stratford, On. on May 15, 1998;
- b) Grade 8, Viscount Montgomery School, Outdoor Education - Kilcoo Camp in Minden, On. from May 19 to 22, 1998, inclusive;
- c) Grades 9 to OAC, Barton School, Map and Navigation studies - High Park in Toronto, On. on May 13, 1998;
- d) Grades 11 to 12, Sir Allan MacNab School, Canadian Dental Association's Spring Convention, Toronto Convention Centre from May 7 to 8, 1998, inclusive;

- e) Grades 11 to OAC, Westdale School, Provincial Finals - School Reach at University of Toronto in Toronto, On. from May 16 to 18, 1998, inclusive.

11. Board Representative to the Information Session on Kindergarten Program - June 3, 1998 at the Peel Board District School Board

It was moved by E. Johnstone: That J. Bishop be the Board representative to the Ministry of Education and Training's Information Session on the Kindergarten Program scheduled for June 3, 1998 at the Peel Board District School Board.

12. Wentworth County Council of Home and School Associations re: School Year Calendars

It was moved by J. Rogers: That the correspondence from the Wentworth County Council of Home and School Associations re: School Year Calendars be received for information.

H. Bullock requested that Clause 5 be voted on separated.

Trustees opposed to the recommendation noted the importance of have a regular quorum of trustees when considering recommendations for student expulsions. Recognizing the workload being demanded of a reduced number of trustees, it was suggested that this was too important a decision effecting a student's education to agreed to less than a quorum. It was felt that once a date is set with a quorum of 3 trustees, a search for a date for more trustees would not take place.

Those in support of the recommendation pointed out that more than 3 trustees could always attend and vote at the meeting. The intent of this direction was to ensure there would be three trustees committed to being in attendance as well as providing some flexibility if extenuating circumstances should arise.

Clause 5. was put to a vote and was LOST, 3 in favour, 8 opposed.

The remainder of the Report was put to a vote and was CARRIED.

9. Report of the Business Committee

RESOLUTION #98-155: It was moved by W. Hicks, seconded by H. Bullock that the Report of the Business Committee dated May 14, 1998 be approved as follows:

1. 1997 Financial Statements and Auditors' Reports

It was moved by W. Hicks: That the 1997 Surplus/Deficit for the Combined Boards of Education, Reserve Balances at January 1, 1998, Combined Boards, and the Audited Financial Statements for the Year Ended December 31, 1997 for The Board of Education for the City of Hamilton and The Wentworth County Board of Education be received for information.

2. 1997 Foundation Report

It was moved by R. Woodworth: That the audited financial statements for the year ended December 31, 1997 for The Board of Education for the City of Hamilton Foundation be received for information.

3. County Schools Awards

It was moved by H. Bullock: That the County Schools Awards - Monitored by the Finance Department for presentation in 1998 be received and filed.

4. Mountain View Closure - Asbestos Contamination

It was moved by W. Hicks: That the report re Mountain View Closure - Asbestos Contamination be received and filed.

Clause 5. (a) amended at Board**5. (a) Joint Occupational Health and Safety Committee Recommendation - Ancaster High**

It was moved by H. Bullock: That the Joint Occupational Health and Safety Committee recommendation dated March 25, 1998 regarding Ancaster High be forwarded to the Board Solicitor for review and advice.

(b) Ministry of Labour Orders, Ancaster High

It was moved by W. Hicks: That the Ministry of Labour Orders, Ancaster High be received for information.

6. Assessment and Remediation of Mould in School Buildings

It was moved by H. Bullock: That the proposed Work Plan for the Assessment and Remediation of Mould in School Buildings be approved for implementation and communicated to the Hamilton Wentworth Public Health Department.

7. Update - Mount Albion Mould Situation

It was moved by R. Woodworth: That the report re Mount Albion Mould Situation be received and filed.

8. Guy Brown Accommodation September 1998

It was moved by R. Woodworth: That Option #4 "Add a Portable at Guy Brown and Cap Enrollment at 500" be approved for September 1998.

9. Education Development Charges

It was moved by R. Woodworth: That the Education Development Charges Report dated April 30, 1998 be received and filed.

10. "Face-Lift" Project

It was moved by W. Hicks: That the recommendations of the "Face-Lift" Committee, including a fifth priority regarding Outside the Building, be approved for implementation as the opportunity arises and/or funding is available.

11. School Budget Surplus/Deficit Carry Forward

It was moved by R. Woodworth: That all principals in the Hamilton-Wentworth District School Board have the surplus/deficit carry forward provision applied to their school's budget, subject to compliance with Ministry directives.

12. School Trips

It was moved by W. Hicks: That the following trip requests be approved:

- a) Grade 6 - Cardinal Heights School, Outdoor Education - Cave Springs in Beamsville, On. from June 8 to 9, 1998, inclusive;
- b) Grades 7 to 8, Cardinal Heights School, Outdoor Education - Camp Wenonah in Bracebridge, On. from June 10 to 12, 1998, inclusive;

- c) Grade 8, Cardinal Heights School, Historical studies - Quebec City, Que. from June 9 to 12, 1998, inclusive;
- d) Grades 4 to 5, Central School, Literary studies - Stratford, On. May 25 or June 11, 1998;
- e) Junior Kindergarten to Grade 5, Fairfield School, Year-end Outdoor Activity - Christie Conservation Area in Dundas, On. on June 12, 1998;
- f) Grades 4 to 5, Glen Echo School, Science Studies - Toronto Zoo in Toronto, On. on June 22, 1998;
- g) Grades 1 to 6, Hess Street School, Outdoor Education - Camp Wanakita in Haliburton, On. from June 8 to 10, 1998, inclusive;
- h) Grade 5, Thornbrae School, Outdoor Education - Canterbury Hills in Ancaster, On. from May 27 to 28, 1998, inclusive;
- i) Special Education class, Viscount Montgomery School, Outdoor Education - Word of Life Camp in Owen Sound, On. on June 10 to 12, 1998, inclusive;
- j) Grades 6 to 8, W. H. Ballard School, Outdoor Education - Camp Mini-Yo-We in Muskoka, On. from June 8 to 10, 1998, inclusive;
- k) Grades 10 to OAC, Delta School, Outdoor Education - Bass Lake Park in Hardwood Hills, On. from May 29 to 31, 1998, inclusive;
- l) Grades 10 to OAC, Glendale School, Science Studies - Toronto Zoo in Toronto, On. on June 2, 1998;
- m) Grade 12, Saltfleet School, Outdoor Education - Bolton Camp and Conference Centre in Bolton, On. from June 3 to 4, 1998, inclusive;
- n) Grades 12 to OAC, Saltfleet School, Outdoor Education - Medeba Adventure Learning Centre in Algonquin Park, Haliburton, On. from June 8 to 10, 1998, inclusive;
- o) Grade 11, Sir Winston Churchill School, Geology studies - Bruce Provincial Park, On. from June 5 to 6, 1998, inclusive;
- p) Grade 11, Westdale School, English studies - Shaw Festival in Niagara-on-the-Lake, On. on May 27, 1998;
- q) Grades 9 to OAC, Westdale School, English studies - Shaw Festival in Niagara-on-the-Lake, On. on May 28, 1998.

Trips to Canada's Wonderland, Toronto, On.

- r) Grade 8, Burkholder School, Graduation celebration trip on June 16, 1998 [June 17 - raindate];
- s) Grade 8, Hampton Heights, Music Performance on June 15, 1998;
- t) Grades 6 to 8, Lawfield School, Graduation Celebration - Canada Wonderland in Toronto, On. on June 12, 1998;
- u) Grades 9 to OAC, Delta School, Participation in Music Adjudication on June 5, 1998;
- v) Graduates to OAC, Hill Park School, Graduation celebration from May 22 to 23, 1998, inclusive;
- w) Grades 9 to OAC, Parkview School, Graduation celebration on June 3, 1998 [June 5 - raindate];
- x) Graduates/Post-Graduates, Sir John A. Macdonald School, Graduation celebration from May 22 to 23, 1998, inclusive.
- y) Grade 12 Graduates, Westmount School, Graduation celebration from May 22 to 23, 1998, inclusive.

13. Letter from T. Pettit Circulated on the Mountain

It was moved by H. Bullock: That a meeting with area Members of Provincial Parliament (MPP) be scheduled and that all trustees be invited to attend.

14. W.H. Ballard Elementary School re renovation fund

It was moved by W. Hicks: That the correspondence from W. H. Ballard Elementary School re renovation fund be referred to administration.

15. City of Hamilton re Bus Service to Lisgar School

It was moved by L. Peddle: That the letter from the City of Hamilton re Bus Service to Lisgar School be referred to administration for a full report back to the June meeting of the Business Committee and that, in the meantime, school bus service continue to be provided to Lisgar school.

16. Power Failure at Dr. J. Seaton Elementary School

It was moved by L. Peddle: That the correspondence from Dr. J. Seaton Elementary School re Power Failure be received and filed.

17. Thames Valley District School Board re letter to MOET re unfunded debentures

It was moved by R. Woodworth: That the correspondence from the Ministry of Education and Training re unfunded debentures be received and filed.

Clause 18. referred back to the Business Committee at Board**18. Refund of Excess Tuition Fees to Visa Students**

It was moved by H. Bullock: That the Board authorized the payment of those fees in excess of Ministry Regulations; that these payments be made on written request only; that the procedures to be followed in issuing the refunds be reviewed by the Board's legal counsel.

19. Transition Support Department

It was moved by H. Bullock: That a Transition Support Department be established to develop and implement employee support strategies as priorities are identified.

20. Legal Opinion re License Between Saltfleet District High School and Stoney Creek and District Rugby Association

It was moved by W. Hicks: That the Legal Opinion re License Between Saltfleet District High School and Stoney Creek and District Rugby Association be received for information.

L. Orban asked that Clause 18. be voted on separately. As the result of numerous phone calls to various people at the Ministry of Education and Training offices, she pointed out that it is clearly the Ministry's perception that the Hamilton Board of Education was the only board in the province which overcharged its visa students. Emphasizing that it is well known that other boards also effected this program as a revenue generator, she believed the Board should formally ask the Minister of Education and Training to clarify the ambiguity regarding the issue of overcharging visa students and the reimbursement entitlements.

RESOLUTION #98-156: It was moved in amendment by L. Orban, seconded by B. Wallace that Item #18 be referred back to the Business Committee.

CARRIED, 6 IN FAVOUR, 5 OPPOSED.

L. Peddle asked that Clause 5. (a) be dealt with separately.

RESOLUTION #98-157: It was moved in amendment by L. Orban, seconded by R. Woodworth that Clause 5. (a) be amended to approve the recommendation of the Joint Occupational Health and Safety Committee regarding the placement of a factual letter in individual personnel files.

While it was questioned that the amendment changed the intent of the motion and was, therefore, a replacement motion, the Chair ruled that the intent was to save money and protect this Board's employees.

To the amendment, **CARRIED**, 6 in favour, 4 opposed and 1 abstention.

To the motion, as amended, **CARRIED UNANIMOUSLY**.

RESOLUTION #98-158: It was moved by L. Orban, seconded by L. Peddle the Report of the Business Committee dated May 21, 1998 be approved as follows:

1. Removal of Bus Route - Lisgar School

It was moved by L. Peddle: That transportation services for those students who qualified by reason of safety to attend Lisgar Elementary School be discontinued effective June 30, 1998.

It was noted that the Committee had approved the effective date as June 30 as recognition that the parents had not been given sufficient notice for a June 1 date and the insignificant cost factor implications of extending the date to the end of the month.

Trustees opposed to the motion spoke in support of the rationale from the officials in their report and felt that, since the safety concerns had been addressed, the June 1 date gave the students the opportunity to become accustomed to walking to school in good weather.

At L. Peddle's request, the motion was put to a recorded vote and was **CARRIED**.

Those in favour: L. Orban, H. Bullock, L. Peddle, R. Woodworth, B. Wallace, J. Dewar and J. Rogers.

Those opposed: W. Hicks, R. Mulholland, E. Johnstone and J. Bishop.

10. Adoption of In-camera Session Reports – April 7 and April 27, 1998

RESOLUTION #98-159: It was moved by J. Bishop, seconded by J. Dewar that the motions adopted at the April 7 and April 27 Special Meetings of the Board be approved as follows:

April 7, 1998

1. It was moved by B. Wallace, seconded by J. Rogers: That a student in our system be expelled from The Hamilton-Wentworth District School Board effective April 7, 1998.

2. It was moved B. Wallace: That the Expulsion Hearing for a student scheduled for April 7, 1998 be recessed pending consultation with legal counsel on issues related to the hearing procedure.

April 27, 1998

It was moved by E. Johnstone, seconded by J. Rogers that the Memorandum of Agreement dated April 23, 1998 be approved as presented.

H. Bullock stated that, having not received the minutes of the April 23 meeting, she would not support the motion.

To the motion, CARRIED, 6 in favour, 4 opposed.

11. Report of the Special Education Advisory Committee

RESOLUTION #98-160: It was moved by J. Bishop, seconded by J. Dewar that the Report of the Special Education Advisory Committee dated April 28, 1998 be adopted as follows:

1. Annual Review of Special Education Plan

It was moved by B. Shields: That the Annual Review of Special Education Plan dated April 28, 1998 be approved for submission to the Ministry of Education and Training.
CARRIED.

12. Library Board Representative – City of Hamilton

RESOLUTION #98-161: It was moved by E. Johnstone, seconded by B. Wallace that an Interview Committee comprising J. Bishop and R. Mulholland be struck to interview applicants and make recommendations for The Hamilton-Wentworth District School Board representatives on the City of Hamilton Library Board.

CARRIED.

13. Board's Determination re Retirement Reception/Dinner

A. Greenleaf noted the practice of the predecessor Boards of hosting dinners in honour of retiring employees. What the practice of the new school board will be needs to be determined and when a function should be held if that is the direction.

RESOLUTION #98-162: It was moved by J. Bishop, seconded by L. Orban that a Staff Retiring reception be held in the Fall.

Those in support of the motion believed that the Board needs to honour its retiring staff and suggested there were a variety of formats that could be considered.

To the motion, CARRIED UNANIMOUSLY.

14. Board's Transitional Issues

M. Matier distributed an update and reviewed the timelines for recommendations to be brought to the Board. He noted that some would come forward in June to allow things to continue in September with the major decisions dealt with in the Fall.

As a trustee on the steering committee, J. Bishop believed that exciting things were being done in a manner open to anyone who was interested and that it was helping the new Board set its direction from the ground up. She asked what the process was for dealing with the secondary school issues and when would something be brought to the trustees.

K. Waters responded that an action committee has been struck to organize the activities this fall. While the information is ambiguous at this point, information on the Ministry of Education and Training's current position has been presented to the principals and vice-principals. Course profiles for Grade 9 for September, 1999 are expected in the fall.

K. Waters responded to a further question that teachers and administrators along with a wide range of people (School Councils, students and the general public) would be represented on the committees as established once the tasks are identified. He added that he expects that invitations will be extended to anyone interested in sitting on a Committee. He does not expect operational issues in secondary schools will be debated until the funding has been determined, as the changes to take place are somewhat unclear.

M. Matier responded to a question that the Public Relations Department will advertise the Open House to the media and schools and through through the School Councils to the community.

M. Matier added that most of the members on the Transition Sub-Committees have some understanding of the impact of funding on their particular initiative and the Finance Department has provided resources at the Committee meetings to assist in conveying funding information. He believed that there is a good understanding of the limitations; however, there is more than one work group viewing the same funding for their particular topic.

In view of the last comments, one member asked that trustees be made aware of the specific overlap in expectations when reports are brought forward so that recommendations are not dealt with in isolation.

15. School Trips.

RESOLUTION #98-163: It was moved by R. Woodworth, seconded by H. Bullock that the following school trips be approved:

(a) Grades 11 to 12, Mountain Secondary School, Outdoor Education - Grand River, On. on June 3, 1998;

(b) Grade 12, Barton School, Outdoor Education - Grand River, On. on June 2 to 3, 1998, inclusive;

(c) Special Needs Class, Sir Winston Churchill School, Outdoor Education - Prudhomme's Landing, On. on June 17, 1998 [June 18 - rain date].

Trips to Canada's Wonderland, Toronto, On.

(d) Grades 11 to 12 (Entrepreneurial Class), Mountain Secondary School on May 28, 1998;

(e) Grades 9 to 12, Mountain Secondary School, Graduation Celebration on June 5, 1998.

When a trustee expressed concern about the large numbers of trips to Canada's Wonderland, M. Quinn noted that such trips are not solely entertainment and highlighted the aspects that have an educational component (back stage view of theatrical performances to observe the technical approach and to meet with the directors and actors).

To the motion, CARRIED UNANIMOUSLY.

16. Questions of the Committee Chairs

A. Greenleaf responded to a question that his initial hesitation to forward a letter to the Minister of Education and Training regarding the student accommodation concerns in Flamborough was based on the funding model information as released which made the issue seem redundant. However, he assured the members that the letter would be forwarded in the near future.

17. Chairs' Reports

R. Mulholland distributed a brief report in which the upcoming meeting schedule was outlined.

Noting the direction that the June Board meeting be re-scheduled a week later due to the number of graduations on June 24,

RESOLUTION #98-164: It was moved by W. Hicks, seconded by R. Woodworth that the June meeting of the Board be re-scheduled to Thursday, June 25.

CARRIED UNANIMOUSLY.

The Chair responded to a question regarding anticipated meetings in July or August by indicating that meetings will be called as required.

18. OPSBA Report

B. Wallace reminded the members of the Annual General Meeting the first week in June and read some excerpts from the Fast Report.

18. (a) 1998-1998 School Year Calendars

RESOLUTION #98-165: It was moved by L. Orban, seconded by R. Woodworth that the Board reconsider Resolutions #98-146, #98-147, #98-148 regarding the School Year Calendars as adopted at the May 14, 1998 Special Meeting of the Board.

H. Bullock challenged the Chair's ruling that a motion to reconsider was in order at the next succeeding meeting. He added that parliamentary procedures makes provision for this under Roberts' Rules of Order.

H. Bullock believed that within the Board's Rules of Order (Rule 25, page 12), motions to reconsider are limited to the same meeting at which the decision was made, thereby limiting the scope of when an issue can be reconsidered.

The challenge was put to a vote and the Chair's ruling was SUSTAINED, 8 in favour, 3 opposed.

Speaking to the motion on the floor, trustees noted the number of phone calls as a result of the decision on May 14 objecting to the short notice of an earlier start to the school year that impacts on holiday and employment plans. The negative impact on a music camp that had been organized for some time and the need to match what the coterminous board's calendar because of transportation costs were also highlighted. Given this new information and the belief that the Board reacted to make a decision in lieu of the proposed calendar, members stated they would support the motion to reconsider.

To the motion, CARRIED, 8 in favour, 3 opposed.

The Chair noted that the original motions were now on the floor as follows:

RESOLUTION #98-146: It was moved by L. Orban, seconded by R. Woodworth that

- (a) the School Year Calendar for Elementary Schools be established as follows:
 - (i) the School Year to begin on September 1, 1998 and end June 28, 1999.
 - (ii) Professional Activity Days: September 28, 1998, November 30, 1998, March 5, 1999 and June 28, 1999
 - (iii) September 4, 1998 as a Board designated holiday.
- (b) the School Year Calendar for Secondary Schools be established as follows:
 - (i) the School Year to begin on September 1, 1998 and end June 28, 1999.
 - (ii) Professional Activity Days: January 28, 29 and February 1, 1999 and June 25 and 28, 1999
 - (iii) September 4, 1998 as a Board designated holiday
 - (iv) Semester I to begin September 1, 1998 and end February 1, 1999
Semester II to begin February 2, 1999 and end June 28, 1999
 - (v) Examination Days: January 21 to 27, 1999; June 17 to 23, 1999

RESOLUTION #98-147: It was moved by L. Orban, seconded by R. Woodworth that the School Year Calendar for Section 27 Programs, Elementary, be established as follows:

- (i) the School Year to begin on September 1, 1998 and end June 28, 1999.
- (ii) Professional Activity Days: September 28, 1998, November 30, 1998, June 4, 1999 and June 28, 1999
- (iii) September 4, 1998 as a Board designated holiday.

RESOLUTION #98-148: It was moved by L. Orban (b) the School Year Calendar for Section 27 Programs, Secondary, be established as follows:

- (i) the School Year to begin on September 1, 1998 and end June 28, 1999.
- (ii) Professional Activity Days: September 28, 1998, January 29, 1999, June 4, 1999 and June 28, 1999
- (iii) September 4, 1998 as a Board designated holiday.
- (iv) Semester I to begin September 1, 1998 and end February 1, 1999
Semester II to begin February 2, 1999 and end June 28, 1999
- (v) Examination Days: January 21 to 27, 1999; June 17 to 23, 1999

L. Orban distributed copies of the calendars she was prepared to recommend for all elementary, secondary and Section 27 programs. It was noted that these were included in the package presented at the May 7 meeting of the Education Committee.

Trustees opposed to the calendar cited the reasons given by the constituents

- late notice of an earlier start
- the negative impact on vacation and work plans (camps, farmers)
- hind sight in this situation has been beneficial as the implications of the decision have been examined; the Board would be viewed as correcting an error
- it would be best not to have school start prior to Labour Day
- there are real cost implications with the calendar relative to transportation
- the Board should be consistent with what the area Boards are doing

Trustees in support of the calendars believed that

- it was important that the Board not waiver on the basis of the number of phone calls received
- the calendar was in the best educational interests of the students and provided for the appropriate placement of PA days
- it was obvious that the major concerns were the impact on holiday plans
- some parents have already made changes to their plans based on the calendar as adopted and may have subsequently incurred costs
- it would be irresponsible for the Board to 'flip-flop' on this issue
- most of the calls related to the secondary calendar and not the elementary
- most callers agreed that an earlier start date was preferable to adding time in June when the circumstances around the approved calendar were explained

A. Greenleaf noted that the Ministry of Education and Training was informed of the Board's decision following the May 14 meeting; however, any further changes could be communicated as well. He added that, according to the regulations, parents have the right to temporarily withdraw their child from school attendance. He pointed to the concern that the message the Board would give to the public in its indecision on this issue.

During the debate, one trustee pointed to the issue around separate calendars for the elementary and secondary schools. Students who might miss three instructional days in the secondary schools prior to Labour Day would lose substantial time in a semester system; the use of a PA day before Labour Day was termed irresponsible as they could not be used for interviews, curriculum work or semester turn around. Noting that most of the calls related to the secondary calendar and not the elementary, it was hoped that the elementary calendar would be maintained and the Board revert back to the Calendar Committee's original recommendation for the secondary schools. The Section 27 calendar should parallel the elementary calendar. Noting that the calendars before the Board were also before the Committee, it was felt that the Committee did not consider them because of these various concerns.

P. Gillie responded to a question that the Calendar Committee, in response to the Committee's referral back to them, provided calendars that dealt with the various concerns of the trustees, i.e. start of school, the status of September 4, etc.

J. Allison, Public Relations Officer, noted that the Public Relations Office received approximately 100 calls following the Board's decision on May 14.

The Chair noted that there were three motions on the floor and stated he would call a vote on each one. Recorded votes were requested.

To the motion regarding the Elementary School Year Calendar, LOST.

Those in favour: H. Bullock, W. Hicks, E. Johnstone and J. Bishop.

Those opposed: L. Peddle, L. Orban, R. Woodworth, R. Mulholland, B. Wallace, J. Dewar and J. Rogers.

To the motion regarding the Secondary School Year Calendar, LOST

Those in favour: H. Bullock, W. Hicks and E. Johnstone.

Those opposed: L. Peddle, L. Orban, R. Woodworth, R. Mulholland, B. Wallace, J. Dewar and J. Rogers.

To the motion regarding the Section 27 programs, LOST.

Those in favour: H. Bullock, W. Hicks, E. Johnstone and J. Bishop.

Those opposed: L. Peddle, L. Orban, R. Woodworth, R. Mulholland, B. Wallace, J. Dewar and J. Rogers.

RESOLUTION #98-166: It was moved by L. Orban, seconded by R. Woodworth that the School Year Calendars be established as follows:

(a) Elementary Schools

(i) the School Year to begin on September 3, 1998 and end June 30, 1999.

(ii) Professional Activity Days: September 3, 1998, November 30, 1998, March 5, 1999 and June 30, 1999

(iii) September 4, 1998 as a Board designated holiday.

(b) Secondary Schools

(i) the School Year to begin on September 3, 1998 and end June 30, 1999.

(ii) Professional Activity Days: September 3, 1998, February 1, 1999 and June 29 and 30, 1999

(iii) September 4, 1998 as a Board designated holiday

(iv) Semester I to begin September 8, 1998 and end February 1, 1999

Semester II to begin February 3, 1999 and end June 28, 1999

(v) Examination Days: January 25 to 29, 1999; June 21 to 25, 1999

(c) Section 27 Programs, Elementary

(i) the School Year to begin on September 3, 1998 and end June 30, 1999.

(ii) Professional Activity Days: September 3, 1998, November 30, 1998, June 4, 1999 and June 30, 1999

(iii) September 4, 1998 as a Board designated holiday.

(d) Section 27 Programs, Secondary

(i) the School Year to begin on September 3, 1998 and end June 30, 1999.

(ii) Professional Activity Days: September 3, 1998, February 1, 1999, June 4, 1999 and June 30, 1999

(iii) September 4, 1998 as a Board designated holiday.

At B. Wallace's request, the motion was put to a recorded vote and was CARRIED.

Those in favour: L. Peddle, L. Orban, R. Woodworth, R. Mulholland, B. Wallace, J. Dewar and J. Rogers.

Those opposed: H. Bullock, W. Hicks, E. Johnstone and J. Bishop.

L. Peddle offered to make a motion to use the Public Relations Department to ensure that a flyer is sent to all households regarding the approved school year calendar. No seconder was forthcoming.

When L. Peddle offered to make a motion that the school year calendar be determined by December 1 of the year prior to the start of the next school year, the officials referenced the various factors and changes that come from the Ministry which make such an early decision unrealistic. However, it was noted that this concern might be lessened given the recent changes to Regulation 304.

RESOLUTION #98-167: It was moved by L. Peddle, seconded by R. Woodworth that the issue of the School Year Calendars be referred to the Education Committee.

Speaking in support of the motion, it was noted that the Board may want to put the community on notice that a pre-Labour Day return to school for the students could be scheduled for the 1999-2000 school year.

To the motion, **CARRIED UNANIMOUSLY.**

CORRESPONDENCE

RESOLUTION #98-168: It was moved by B. Wallace, seconded by R. Woodworth that the following correspondence be referred to administration:

- 19.B. Haylock re roadway adjacent to James MacDonald Elementary School
- 24.Hamilton Council of Home and School Associations re OFHSA 1999 Annual Conference
- 25.C. Hogg re wishes of the late Dave Brown
- 26.OSBIE re offer of assistance with employee benefits

CARRIED.

RESOLUTION #98-169: It was moved by B. Wallace, seconded by R. Woodworth that the following correspondence be referred to the Education Committee:

- 20.D. Hicks re sex education video and curriculum at Bellmoore School
- 22.Mayor's Committee Against Racism and Discrimination re representative
- 23.Letters re teacher-librarians (Education Committee)
 - (a) Guy B. Brown Home & School Association and School Council
 - (b) Bellmoore School Advisory Council
 - (c) Petition from parents of Fessenden students

CARRIED UNANIMOUSLY.

RESOLUTION #98-170: It was moved by B. Wallace, seconded by R. Woodworth that the following correspondence be referred to the Business Committee:

- 21. G. Mehlenbacher re "no-nit" policy

CARRIED UNANIMOUSLY.

RESOLUTION #98-171: It was moved by B. Wallace, seconded by R. Woodworth that the following correspondence be received and filed:

- 27.K. Hibbins re OSSTF Bob Brooks Award to Maxine Lane, Social Worker at Robert Land School
- 28.Brian Radke re return from Leave of Absence
- 29.SEAC re thanks to Superintendents Bond and Joudrie
- 30.Academic Challenge League re final tournament game at Cable 14
- 31.Chedoke School re thanks for participation in Extended Studies Days
- 32.Response from MOET re cancellation of SEVEC Program
- 33.QDPE re Bell-Stone School, winner of 1997-98 POST School Recognition Program RAP Award for Quality Daily Physical Education
- 34.Interval House re thanks for assistance of staff in servicing easement for property
- 35.Thames Valley District School Board re Debenture Debt
- 35.(a)Greensville School re Sesquicentennial Open House
- 35.(b) Response from Town of Flamborough re waiver of municipal fees

35.(c) re the 1998-1999 School Year Calendar

- (i) Iona Spleit
- (ii) Marianne Moar
- (iii) Wendy Black

CARRIED.

DISTRIBUTION

RESOLUTION #98-172: It was moved by L. Orban, seconded by J. Rogers that the following be received and filed:

36. Educational Improvement Commission re "The Future Role of School Councils".

CARRIED.

37. PUBLIC QUESTIONS OF CLARIFICATION

Nil.

RESOLUTION #98-173: It was moved by R. Woodworth, seconded by L. Orban that the Board meet in-camera.

CARRIED.

The Board then met in-camera with the open session resuming at 11:30 p.m.

RESOLUTION #98-174: It was moved by B. Wallace, seconded by H. Bullock that all motions made in-camera be adopted as follows:

C-1. PERSONNEL RECOMMENDATION

Moved in amendment by J. Bishop, seconded by L. Peddle that the motion be referred to administration and with a report back to the Board on May 28, 1998.

C-2. REPORTS OF THE EDUCATION COMMITTEE

(a) It was moved by J. Rogers, seconded by E. Johnstone that the In-camera Report of the Education Committee dated May 7 be adopted as follows:

1. Request for Secondment

It was moved by J. Bishop: That Christopher Kirkpatrick, Teacher, Highland Secondary School, be granted permission for a secondment to ITP Nelson for the 1998-99 school year.

2. Request for General leave

(a) It was moved by J. Bishop: That Doug Callowhill be granted a general leave of absence under Article 20.01 of the Elementary Collective Agreement from May 8, 1998 to August 31, 1998.

3. Request for Leave

It was moved by J. Dewar: That Ken Armstrong, Teacher, R. L. Hyslop School, be granted an leave of absence from May 27 to June 2, 1998 in accordance with Article 10.1.04.

4. Election of Severance Option - Carol Midgley

It was moved by J. Bishop: That the Board accept the election of Carol Midgley for the payment of severance effective July 31, 1998 and approve the severance and notice payment as provided in the PASS Employment Policies and Procedures booklet.

5. Election of Severance Option - Nancy Plumridge

It was moved by J. Dewar: That the Board accept the election of Nancy Plumridge for the payment of severance effective May 15, 1998 and approve the severance and notice payment as provided in the PASS Employment Policies and Procedures booklet.

6. Correspondence from Amanda Leduc re Sponsorship for Student Exchange

It was moved by J. Dewar: That the Board send a letter to Amanda Leduc indicating that the Board will not be able to respond favourably to her request as sponsorship for Student Exchange is contrary to the Board's practice.

(b) It was moved by B. Wallace, seconded by E. Johnstone that the Report of the Special Meeting of the Education Committee, In-camera Session, dated May 21, 1998, be adopted as follows:

C-1. It was moved by E. Johnstone that Judy Nathanson, Speech Language Pathologist, be granted a .6 general leave of absence , for the period September 1, 1998 to June 30, 1999.

C-2. It was moved by J. Dewar that Marjorie S. Nelson, Teacher at Mountview School, be granted a leave of absence from June 15 to June 17, 1998 in accordance with Regulations.

C-3. Voluntary Exit Plan

It was moved by J. Bishop that The Hamilton-Wentworth District School Board approve the application of Murray Quinn for the Voluntary Exit Plan and that the date of exiting the service of the Board be approved as May 31, 1998.

C-4. Appointment of a Principal to Franklin Road School

It was moved by J. Dewar that Lillian Somerville be appointed to the position of acting Principal of an elementary school effective June 1, 1998.

C-5. Voluntary Exit Plan and Access to Benefits

It was moved by J. Rogers That The Hamilton-Wentworth District School Board provide benefit access under the City's Retiree's Benefit Package to those employees who are approved by the Board to participate in the Voluntary Exit Plan; are former members of the CUPE Clerical Union and Custodial and Maintenance Union; and who are pensionable at time of exiting the Board.

4. REPORT OF THE BUSINESS COMMITTEE

It was moved by L. Orban, seconded by H. Bullock that the Report of the In-camera Session of the Business Committee, dated May 14, 1998, be adopted as follows:

1. Extraordinary items In 1997 Surplus/Deficit for the Combined Board of Education

It was moved by W. Hicks: That the Extraordinary Items In 1997 Surplus/Deficit for the Combined Boards of Education Report be received for information.

2. Correspondence from C. Kubiczek re baseball diamond at Seneca School

It was moved by R. Woodworth: That W. Hicks and a Superintendent or appropriate staff member meet with the Alderman and the appropriate staff member at City Hall to discuss T. C. Kubiczek's request.

5. CORRESPONDENCE

(a) It was moved by L. Orban, seconded by E. Johnstone that the letter from Mr. & Mrs. J. Doyle requesting their daughter attend Parkside Secondary School be referred to K. Waters.

(b) Legal Opinion – Expulsion Hearings

It was moved by R. Woodworth, seconded by L. Orban that the legal opinion received from Evans, Philp be referred to the Director of Education for review with the Board's solicitor.

(c) Letter of commendation for J. Smees

It was moved by H. Bullock, seconded by R. Woodworth that the letter of commendation from A. J. Williamson regarding John Smees be referred to the Director.

8. SUSPENSION REPORT

Received for information.

9. FUNDING MODEL

It was moved by B. Wallace, seconded by J. Rogers that that Superintendent Waters proceed with staffing for September, 1998 according to the current collective agreements.

RESOLUTION #98-175: It was moved by R. Woodworth, seconded by B. Wallace that the Board meeting adjourn, this being done at 10:45 p.m.

URBAN/MUNICIPAL

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1998

ENTWORTH DISTRICT SCHOOL BOARD

SPECIAL MEETING

1998 06 03

URBAN MUNICIPAL

JUN 12 1998

TO THE TRUSTEES:

GOVERNMENT DOCUMENTS

Please be advised that a **Special Meeting of the Board** has been scheduled for Tuesday, June 9, 1998 at 6:30 p.m. at the Education Centre.

An agenda is attached.

Yours truly,



Ray Mulholland
Chair

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

SPECIAL BOARD MEETING
JUNE 9, 1998

6:30 p.m.

A G E N D A

6:30 p.m.

1. Call to Order
2. Approval of Agenda
3. Appointment of Acting Director of Education and Secretary
4. Search for Director of Education and Secretary

R. Mulholland



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